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JURISDICTION HANDBOOK

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FEDERAL COORDINATION

The U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) has refined the State Homeland Security Assessment and Strategy (SHSAS) process that was originally established in Fiscal Year (FY) 1999 to assess threats, vulnerabilities, capabilities, and needs related to preparedness for weapons of mass destruction terrorism incidents at the state and local level. The FY 2003 ODP SHSAS process will allow state and local jurisdictions to update their assessment data to reflect post-September 11, 2001, realities, as well as to identify progress on the priorities outlined in their initial homeland security strategies.

As identified in the National Strategy for Homeland Security, the challenge in securing the nation from terrorist attacks is “to develop interconnected and complementary systems that are reinforcing rather than duplicative and that ensure essential requirements are met.” In an effort to be consistent with and support implementation of the National Strategy, ODP coordinated the revision, development, and implementation of the SHSAS with federal agencies, state representatives, and state and local associations. This coordination has ensured that the assessment and strategy process is aligned with and focuses on the six critical mission areas, as defined by the National Strategy. Those critical mission areas include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic terrorism, and emergency preparedness and response.

Intelligence and Warning: ODP worked directly with the Federal Bureau of Investigation (FBI) to refine the threat assessment component of the SHSAS from the original process developed in FY 1999. The refined threat assessment utilizes the FBI’s numeric system to assess Potential Threat Elements in state and local jurisdictions. Additionally, state and local representatives will be strongly encouraged to work with their local FBI Joint Terrorism Task Forces and WMD Coordinators to reinforce and align threat assessment efforts as they implement the SHSAS. The FBI also provided support to ODP by reviewing the assessment tool and offering guidance on the roll-out of the SHSAS to state and local jurisdictions.

Border and Transportation Security: ODP coordinated with the Transportation Security Administration (TSA) to revise, develop, and implement the SHSAS in an effort to ensure accountability in border and transportation security. TSA reviewed assessment materials to provide information on areas of potential overlap with other federal programs and identified areas of the SHSAS that will be leveraged to support existing TSA data collection needs.

Domestic Counterterrorism: The Nation’s emergency response agencies will be directly involved in the assessment and strategy process. To complete the threat, vulnerability, and needs assessment components of the SHSAS, state and local jurisdictions will form working groups that include federal, state, and local emergency response authorities. These authorities are critical in the effort to prevent and interdict terrorist activity within the United States.

Protecting Critical Infrastructure and Key Assets: To align the goals of the assessment process with the initiatives outlined in the National Strategy, the Information Analysis and Infrastructure Protection (IAIP) Directorate of the U.S. Department of Homeland Security will be involved in the implementation of the revised SHSAS. Additionally, the IAIP will utilize the data generated from the vulnerability assessment component of the assessment process to assist in the implementation of homeland security measures.

The U.S. Department of Agriculture (USDA) also provided support to ODP during the development of the assessment tool to coordinate and ensure the protection of the agricultural sector's critical infrastructure. The USDA reviewed the assessment and strategy template and offered guidance on the roll-out of the SHSAS to state and local jurisdictions. Collaboration with the USDA resulted in the addition of an optional agricultural assessment, a component that allows state and local jurisdictions to address potential agricultural targets, and to determine current agricultural terrorism response capabilities and needs.

To strengthen the protection of the Nation's public health sector's infrastructure, and to ensure that the needs of the public health discipline are met, ODP also coordinated with the Centers for Disease Control and Prevention (CDC) on the development of the assessment process. CDC reviewed the assessment and strategy template and offered guidance on the roll-out of the SHSAS to state and local jurisdictions. The refined SHSAS marks a major national effort to collect public health preparedness information as a component of a comprehensive homeland security program.

Defending Against Catastrophic Threats: Through the development of the state strategies, the SHSAS will help fulfill the initiatives identified by the National Strategy in this area. Working with state and local representatives from all emergency responder disciplines, each state will develop a homeland security strategy that focuses on new approaches, organization, and procedures for preventing terrorist use of nuclear weapons, detecting chemical and biological materials and attacks, and improving response capabilities. The states may use the "Statewide Template Initiative" developed by the President's Homeland Security Advisory Council in coordination with the threat, risk, and needs assessment data from the SHSAS as a basis for developing their strategies and creating integrated homeland security plans.

Emergency Preparedness and Response: ODP coordinated with the Federal Emergency Management Agency (FEMA) to develop the FY 2003 SHSAS process and to ensure that all necessary response assets can be brought together quickly and effectively. FEMA representatives attended multiple review sessions and meetings to review the assessment and strategy template and offer guidance on the roll-out of the SHSAS to state and local jurisdictions. Working with FEMA representatives has and will continue to assist in consolidating federal response plans and building a national system for incident management in cooperation with state and local governments.

Other federal partners and professional associations that are involved in the revision, development, and implementation of the FY 2003 SHSAS process include the Environmental Protection Agency (EPA), the National Governors'

Association (NGA), the National Association of Counties (NACo), the National Association of City and County Health Officials (NACCHO), and the Association of State and Territorial Health Officials (ASTHO). These partners reviewed assessment materials, provided information on areas of potential overlap with other programs, and enabled continuous information sharing across all disciplines.

As a result of ODP's coordination and working relationships with federal agencies, state representatives, and state and local professional associations, the State Homeland Security Assessment and Strategy process will allow the federal government to obtain vital information on the capabilities and needs of emergency responders on a national scale. The refined process will also serve as a planning tool for state and local jurisdictions, and will assist ODP and its partners in better allocating federal resources for homeland security.

ASSESSMENT OVERVIEW

INTRODUCTION

Thank you for participating in the Office for Domestic Preparedness (ODP) FY 2003 State Homeland Security Assessment and Strategy (SHSAS). This handbook will serve as your guide for completing and submitting a risk, capabilities, and needs assessment for your jurisdiction. Each phase in the assessment process is detailed in the following pages through step-by-step instructions to assist you in entering and submitting the required data via the ODP Online Data Collection Tool.

In the process, you will be evaluating information about:

- Potential threat elements in your jurisdiction;
- Conducting vulnerability assessments for potential targets;
- Developing planning scenarios;
- Identifying current equipment, training, exercise, planning, and organizational capabilities;
- Determining equipment, training, exercise, planning, organizational, and technical assistance needs.

When you've completed the process, the data you have provided will be used to assist your State Administrative Agency (SAA) in updating the SHSAS and to allocate domestic preparedness resources.

ASSISTANCE

- For assistance with the online system, contact the Office of Justice Programs (OJP) at 1-888-549-9901.
- For assistance with jurisdiction assessment content needs, contact your state administrative agency (SAA).

TECHNICAL ASSISTANCE: YOUR SAA POC

To expedite any technical assistance request, contact the SAA for your jurisdiction. You can find a current list of SAA points of contact at the ODP website (www.ojp.usdoj.gov/odp). Your SAA will work with the ODP Program Manager to ensure the jurisdiction is provided with technical assistance.

HISTORY

The ODP Statewide Domestic Preparedness Program was established in Fiscal Year 1999. As part of the initial program, states were provided grant funding to conduct assessment of threats, vulnerabilities, capabilities, and needs. States were required to work with local emergency responder agencies and public health personnel to collect the required data and use this information to develop comprehensive three-year statewide domestic preparedness strategies. To assist states and local jurisdictions in collecting and submitting this information, ODP developed the Online Data Collection Tool. Submission and approval of the assessment data and state strategies via the Online Data Collection Tool was a condition for follow-on grant funding through the SDPS.

With the initial process successfully concluded, ODP was directed by Congress to develop a refined assessment that would allow state and local jurisdictions to update their needs assessment data to reflect post-September 11, 2001 realities as well as progress made on addressing the priorities identified in the initial assessment. The process described in this handbook represents that effort and reflects input from our other federal partners, along with a panel of state stakeholders convened to assist with the revisions.

The refined assessment is intended to be a planning tool for state and local jurisdictions and will also assist ODP and its partners to better allocate federal resources for domestic preparedness. Funds are being provided to each state as part of the ODP Fiscal Year 2003 SDPP to support this process. Submission and approval of the updated assessment data and a revised strategy will also be a requirement for states to receive follow-on funding in Fiscal Year 2004.

REVISIONS TO THE FY 99 TOOL KIT

Once the initial Statewide Domestic Preparedness Program had been completed, lessons learned and best practices were recorded for inclusion in updated program materials. The first recommended enhancement was the need for two separate handbooks; hence, separate jurisdiction and state handbooks were developed for use by agencies that would complete the jurisdiction assessment and state assessment strategy, respectively.

As the jurisdiction works through the assessment process, the same basic model used in FY 1999 will be used; however, some portions of the model have changed. Those revisions and additions are listed in the following paragraphs for each section of the assessment.

STATE HOMELAND SECURITY ASSESSMENT AND STRATEGY PROCESS

The diagram below depicts, in a macro view, the overall jurisdictional assessment process. Jurisdictions are responsible for conducting the risk assessment, including the threat, vulnerability and the optional Agricultural Vulnerability Assessment. Once completed, the jurisdiction working group will be able to use planning factors to provide a numerical focus for CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) scenarios. This link to the needs portion of the assessment process will ensure both required and current capabilities are accurately reported. Those shortfalls or gaps discovered during the assessment process target specific resources required to respond to WMD terrorism incidents. Once completed, the entire assessment is submitted electronically to the SAA. The state receives, reviews, and analyzes the information and data received from the jurisdictions, adding state specific WMD incident response information. The state then develops the detailed vision, goals, objectives, and implementation plans to complete development of the strategy. The developed strategy is then submitted to ODP.



Figure 1.1: Jurisdiction Risk and Needs Assessment Model

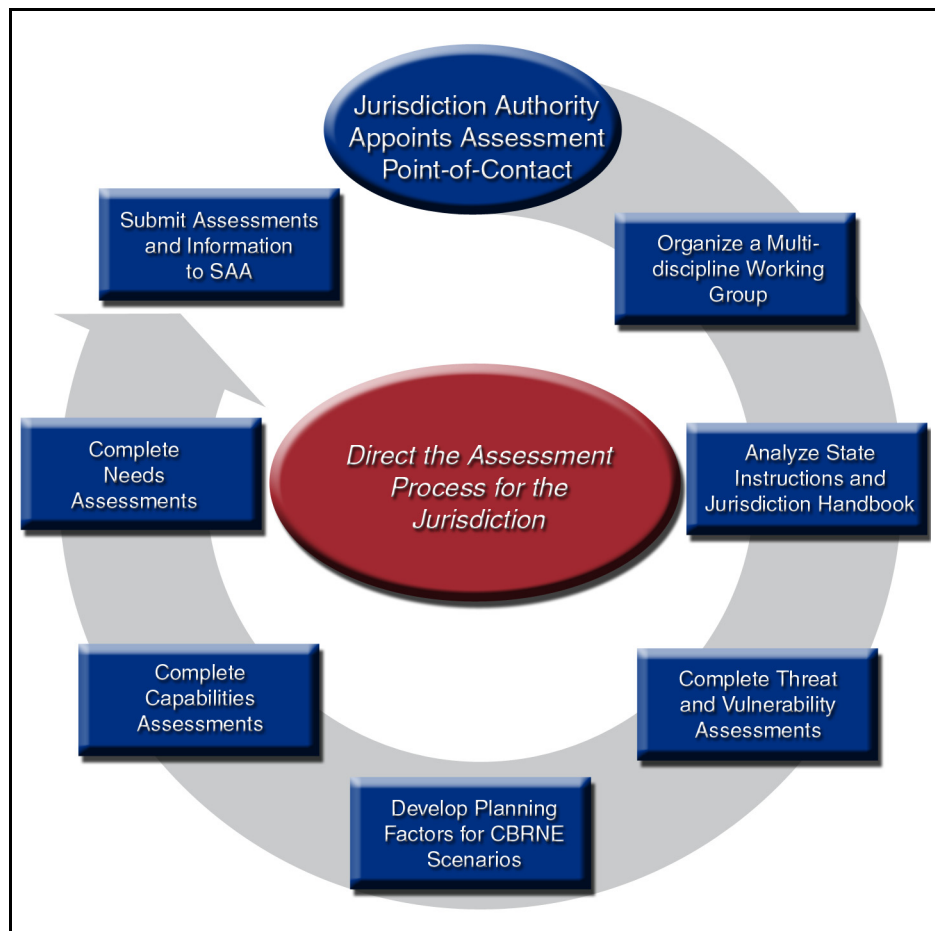


Figure 1.2: Jurisdiction Risk and Needs Assessment Process

THREAT ASSESSMENT

The threat assessment measures the existence of potential threat elements (PTE) located within the jurisdiction as well as several factors regarding PTE existence, capabilities, motivations, targeting, and history. The following revisions have been made:

- When reporting WMD threat history, the jurisdiction will consider events taking place from January 1, 2000 to December 31, 2002.
- The acronym BNICE has been replaced with CBRNE:
 - Chemical
 - Biological
 - Radiological
 - Nuclear

- Explosive
- Jurisdictions should report
 - Total Number of Responses to Suspected WMD Threats and/or Incidents; and
 - Number of WMD Threats and/or Incidents Determined to be Criminal.

VULNERABILITY ASSESSMENT

In addition to the required Vulnerability Assessment, which provides a consistent means to evaluate jurisdictions, an optional Agriculture Vulnerability Assessment has been added.

- The updated Potential Target List is a guide for jurisdictions that includes potential sites for the Basic and Agriculture Vulnerability Assessments.
- A revised one-page Individual Target Vulnerability Assessment Worksheet is included for both the Basic and Agriculture Vulnerability Assessments.
- New or revised Factor/Value indicators were added to the Basic Vulnerability Assessment:
 - Level of Visibility—revised description;
 - Criticality of Target—revised description;
 - Impact Outside the Jurisdiction—replaced Value of Target to PTE;
 - PTE Access to the Target—revised description;
 - Target Site Population—increase maximum population value from 5,000 to 50,000+; and
 - Collateral Mass Casualties—increased maximum value from 5,000 to 50,000+.

The agricultural assessment follows the basic assessment format with the changes below:

- “Impact Upon the Industry” instead of “Impact Outside the Jurisdiction.”
- “Capacity of Facility” instead of “Target Site Population.”
- “Product Distribution Area” instead of “Collateral Mass Casualties.”

The revised rating collection for online input will ask for the highest target raw score and the resulting vulnerability rating after using search/replace for both the basic and agricultural assessments.

RISK ASSESSMENT PROFILE

The risk profile has been removed from the assessment tool.

PUBLIC HEALTH ASSESSMENT

There is no separate Public Health assessment.

LINK FROM THREAT AND VULNERABILITY TO ASSESSMENT OF CURRENT AND REQUIRED CAPABILITIES

A planning factor tool is available to assist jurisdictions with the capabilities assessment process.

- Planning Factor One—The types of WMD CBRNE materials that could potentially be used during an incident.
- Planning Factor Two—The approximate number of civilian/responders affected by the WMD terrorism incident.

CAPABILITIES ASSESSMENT

- The term “Emergency First Responders” was replaced with “Emergency Responders.”
- Three response disciplines were added with precise definitions of each:
 - Governmental Administrative;
 - Health Care; and
 - Public Safety Communications.
- TIER levels have been replaced with “WMD Response Levels:”
 - Definitions available for all WMD Response Levels;
 - More precise definitions for WMD Response Levels;
 - Total number in discipline;
 - Total number of personnel desired at a given WMD Response Level;
 - Total number of personnel equipped/trained at desired WMD Response Level.

- Automatic percentage calculated for capabilities. (Entries for Required/Current Capabilities by discipline are no longer required to be completed by the jurisdiction. These will be automatically displayed for each discipline once the WMD Required Response Level by Discipline is input.)

WMD TASKS BY DISCIPLINE

TASK BY DISCIPLINE

Worksheets note specific tasks that may be required of each discipline. Disciplines evaluate task performance based on applicable factors listed below:

- Planning—Are there appropriate plans and procedures in place to accomplish the task?
- Organization—If a specialized team will accomplish this task, is this organizational component in place?
- Equipment—Is the discipline equipped to perform the task?
- Training—Has the discipline trained to perform the task?
- Exercises—Has the task associated with the response plan been exercised using realistic CBRNE scenarios?

NEEDS ASSESSMENT: PLANNING

This newly-added solution area of the handbook focuses on the existence of the following for each jurisdiction:

- Current emergency operation plan (or similarly named plan);
- Current terrorism incident annex (or similarly named plan):
 - Discipline capabilities of the jurisdiction;
 - Strength (full-time/volunteer) of the discipline, if capability exists; and
 - Mutual aid provided/received.

NEEDS ASSESSMENT: ORGANIZATION

This newly-added solution area of the handbook focuses on the existence of Emergency Response Teams for each jurisdiction:

- Type of response teams using general definitions provided.
- Strength of teams.
- Mutual aid provided/received by teams.

NEEDS ASSESSMENTS: EQUIPMENT

- Three-year Projections no longer required.
- New equipment list, based on Standardized Equipment List (SEL) including annotation for ODP Authorized Equipment List (AEL), with price ranges.

NEEDS ASSESSMENTS: TRAINING

Training has been revised in accordance with the recently published “Training Strategy for the Office for Domestic Preparedness with Implications for WMD Training” and the “Emergency Responder Guidelines.” These publications, the result of an extensive two-year effort conducted under the auspices of ODP with input from subject matter experts from all emergency response disciplines, are available for download at: www.ojp.usdoj.gov/odp. Revisions include:

- Three-Year Projections are no longer required.
- New Training Levels with definitions in the Handbook:
 - Awareness Training Level;
 - Performance Training Level; and
 - Performance Training Level—Defensive; and
 - Performance Training Level—Offensive;
 - Planning/Management Training Level.
- A matrix is provided for available ODP WMD terrorism incident response training;
- Emergency response training facilities will collect the local training capability for jurisdiction training sites and disciplines trained at each site.

NEEDS ASSESSMENT: EXERCISES

- Three-Year Projections are no longer required.

- ODP exercise definitions with FEMA exercise equivalents provided in the Reference Handbook, the Reference Handbook, Appendix B, "Office for Domestic Preparedness Exercise Definitions," on page 72.
- List frequency of exercises.
- List scope of exercise participation.
- Exercise Cost Factor ranges included.

DESIRED TECHNICAL ASSISTANCE

The jurisdiction working group identifies desired technical assistance as it completes each assessment section. This output TA report provides the following information:

- Roll-up of technical assistance that may benefit the jurisdiction or description of specific assistance required.
- Disciplines projected to participate.
- Frequency of TA delivery.

Additional revisions to the technical assistance program area are as follows:

- Three-year Projections no longer required.
- Only required TA will be reported.
- New technical assistance categories:
 - General technical assistance;
 - State strategy technical assistance; and
 - Information management technical assistance.
- Updated list of technical assistance types provided.

ADDITIONAL TRAINING INFORMATION

This form has been eliminated. Pertinent information from the previous version has been relocated to other input forms in the training solution area.

EMERGENCY RESPONSE TEAM CAPABILITY SURVEY

This form has been eliminated. Pertinent information from the previous version has been relocated to other input forms in the training solution area.

EMERGENCY RESPONSE CAPABILITY SURVEY

This form has been eliminated. Pertinent information from the previous version has been relocated to other input forms in the training solution area.

SUBMIT ASSESSMENT TO SAA

The checklist of sections for final review by the jurisdiction before submission to SAA has been updated.

SECTION
2

RISK ASSESSMENT

THREAT ASSESSMENT

In June 1995, President Clinton signed Presidential Decision Directive-39 (PDD-39), which reaffirmed the FBI's lead law enforcement and crisis management role in the Federal Government's response to domestic terrorism. In May 1998, the President signed PDD-62, which charged the United States Department of Justice (DOJ), acting through the Federal Bureau of Investigation (FBI), as lead for federal operational response to a WMD incident. Pursuant to both of these directives, the FBI is continuing to increase its involvement with state, local, and federal agencies that have a response role to a WMD threat or actual incident.

In November of 2002, the Department of Homeland Security (DHS) was created by Act of Congress and signed into law by President George W. Bush. Under that legislation, the ODP was transferred from DOJ to DHS on March 1, 2003.

Addressing the tasks of domestic terrorism prevention, response, and recovery requires the assessment of state and local response capabilities, risk and needs with regard to a terrorist incident. The purpose of a threat assessment is to determine the relative likelihood of a known potential threat element attempting to attack using a Weapon of Mass Destruction. Hence, this assessment process is the first step in ensuring nationwide preparedness. The DHS, through the ODP and FBI, has taken the lead in providing this assessment as mandated by Congress. This Jurisdiction Threat Assessment has been developed as one portion of a larger needs assessment. The comparison of local risk and existing capabilities profiles may be used by the jurisdictions to identify and prioritize needs.

The following is a list of objectives of the assessment process:

- Promote interagency collaboration/coordination of criminal investigative intelligence information relating to WMD terrorism potential threat elements located within jurisdiction boundaries.
- Assess the threat to particular targets, enabling a jurisdiction to better focus its prevention and preparedness efforts and to enhance response capabilities.

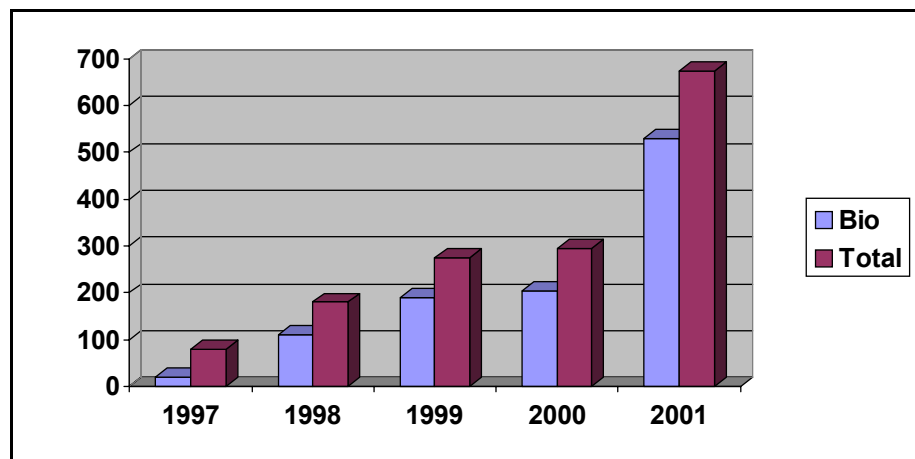
- Identify the types of WMD likely to be produced and/or developed by the existing potential threats to better identify equipment and training needs necessary to respond to those particular types of hazards.

This assessment is to be completed by jurisdictions in coordination with the designated SAA as part of the Fiscal Year 2003 State Domestic Preparedness Program. Should the jurisdiction require assistance completing the assessment, this should be coordinated with the designated SAA. It is recommended that the jurisdiction identify other pertinent local, state, and federal law enforcement agencies to assist in the assessment process.

The terrorist events of September 11, 2001, in New York City, Washington, D.C., and Pennsylvania marked a dramatic escalation toward more destructive attacks. These incidents, coupled with a series of anthrax-related incidents occurring since that time are indicative of an increasing interest in using WMD to target the United States. Since September 11, there has also been a tremendous increase in the number of hoaxes involving the use of chemical, nuclear, or biological agents perpetrated by individual(s) and/or terrorists wishing to instill fear and disrupt communities within the United States. While a conventional attack using bombs/explosive devices has been terrorists' weapon of choice domestically, recent events indicate that yesterday's bomb threat has evolved in sophistication toward the use of exotic biological, chemical, or radiological materials.

WMD threat cases, primarily those dealing with the threatened use or procurement of biological materials, have steadily increased as depicted in the following chart:

WMD Case Statistics 1997-2001



**Data for 1997 through December 31, 2001; Source – FBI WMDOU*

As seen in the WMD case statistics, with the threat of domestic WMD terrorist attacks on the rise, there is considerable reason for evaluating jurisdiction threat data to better identify potential terrorist targets and likely WMD hazards. This information, coupled with target vulnerability analysis, is the most comprehensive means by which to evaluate the risk of a WMD terrorist act. Upon completion of this data collection and analysis, the risk to a jurisdiction can then be measured against present capabilities to determine its needs.

Although threat information is deemed beneficial to the needs assessment process, it should not be given undue weight, as it does not “forecast” a terrorist attack. There remains insufficient empirical data on domestic terrorist activity to suggest a pattern of particular targeting of a specific region or city. Furthermore, threat conditions are dynamic, limiting accurate threat analysis to a specific moment in time. Consequently, it must be recognized that the identification of a particular threat is not an absolute predictor that a terrorist incident will occur. Nor should the absence of an identified threat be construed to indicate that a terrorist incident is less likely to occur.

Nonetheless, the FBI believes that efforts to identify and analyze potential threats at the local jurisdiction level is essential to the overall assessment process and promotes necessary interagency collaboration of criminal investigative intelligence information relating to WMD terrorism. The ODP assessment tool is not intended to take the place of traditional threat and vulnerability analysis used by intelligence and law enforcement communities in efforts to prevent, deter, and resolve acts of domestic terrorism. Traditional threat and vulnerability analysis is far more comprehensive. In contrast, the ODP assessment process provides a simple methodology to assist states in prioritizing program investments. The ODP assessment tool provides a general profile of the threat, vulnerability, and risk environments of a jurisdiction, and is not to be considered an investigative tool for law enforcement purposes. For the purposes of this assessment, the following definitions apply:

Domestic Terrorism: The unlawful use, or threatened use, of force or violence by a group or individual based and operating entirely within the United States without foreign direction, and whose acts are directed at elements of the U.S. Government or the general populace, in the furtherance of political or social goals.

International Terrorism: The unlawful use of force or violence committed by a group or individual who has some connection to a foreign power or whose activities transcend national boundaries against persons or property, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Potential Threat Element (PTE): Any group or individual in which there are allegations or information indicating a possibility of the unlawful use of force or violence, specifically the use of a WMD, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of a specific motivation or goal, possibly political or social in nature. [Note: this definition provides sufficient cause for the FBI to initiate an investigation.]

Weapons of Mass Destruction (Title 18 USC section 2332a): (1) Any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity; (2)(a) any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, or a missile having an explosive or incendiary

charge of more than one quarter ounce, or mine or device similar to the above; (b) poison gas; (c) any weapon involving a disease organism; or (d) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

ASSESSMENT PROCESS

The Jurisdiction Threat Assessment is designed to accomplish several goals that all use a process to encourage open communication between federal, state, and local agencies involved in public safety. The assessment uses a terrorist threat analysis methodology to first identify and then evaluate the threat level of each Potential Threat Element (PTE) identified in your jurisdiction (see page 10 for a definition). This methodology has been revised to meet the requirements of the assessment process.

The threat level of an existing PTE is determined on the basis of its past violent history, intentions to commit a WMD act of terrorism, the capability to carry out a WMD act of terrorism, and any targeting efforts aimed at achieving the specific terrorist act. Each factor is considered when assessing the potential for violent or destructive activity emanating from a terrorist group. However, the accuracy of such analysis is dependent upon the availability of intelligence-related information concerning a particular individual or group. Small groups and rogue individuals, whose activities are difficult to anticipate due to limited or nonexistent intelligence information, represent an unpredictable but constant threat.

THREAT ASSESSMENT—WORKING GROUP



Note

This section of the Threat Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Threat Working Group," on page 2.

Before starting the process required for the online assessment tool, a threat assessment working group comprised primarily of law enforcement personnel who serve within the jurisdiction should be assembled.

One of the main objectives of the assessment is to involve in the process federal, state, and local organizations that possess intelligence related to threats located within a jurisdiction's boundaries. If your jurisdiction is a member of a FBI Joint Terrorism Task Force or a Joint Terrorism Working Group (for a listing, see the Reference Handbook, Appendix B, "Joint Terrorism Task Force (JTTF) Contact Information," on page 6), this would be the appropriate venue for the assessment process, especially in light of the pre-clearance to review sensitive information and the FBI's participation in each group. If no Joint Terrorism Task Force or Joint Terrorism Working Group exists in your jurisdiction, coordinate your efforts with the FBI WMD Coordinator(s) assigned to your jurisdiction (see the Reference Handbook, Appendix B, "Field WMD Coordinators," on page 3). Federal, state,

and local jurisdictions need to share and compare information on a continuing basis during and after the completion of this assessment.

Once the threat assessment working group members have been selected, the group must designate the following:

- Central point of contact for the information compiled during the threat assessment process.
- Jurisdiction location and state where the threat assessment is being conducted.
- Population of the jurisdiction and coordinating agency.
- Jurisdictional agencies involved in the threat assessment process.
- FBI division that serves the jurisdiction and joint terrorism task force, if applicable.

In order for the threat assessment working group to complete required inputs, the following steps must be performed:

Step 1 Jurisdiction Population and Coordination Agency

Document the coordinating agency conducting the threat assessment.



Note

“State/Territory” and “Jurisdiction” will be automatically populated from state work completed during the registration process.

Working Group Threats Vulnerabilities Survey Planning

Threat Assessment - Working Group

Metropolis(2003):Jurisdiction Assessment

Jurisdiction Population and Coordinating Agency

State/Territory:

Jurisdiction of the Threat Assessment:

Population of Jurisdiction:

Coordinating Agency:

☐ County Sheriff/Police

☐ State Police/Patrol

☐ City Police

☐ Other

Point of Contact (POC) for the Threat Assessment Working Group

Name of POC: Agency of POC:

POC Telephone Number: POC E-mail Address:

List all Agencies Represented within the Threat Assessment Working Group

Agencies:

FBI/Joint Task Force

Which FBI field office or resident agency serves your jurisdiction?

Does your jurisdiction participate in a Joint Terrorism Task Force? ☐ Yes ☐ No

Name of the Joint Terrorism Task Force:

Step 2 Point of Contact for the Threat Assessment Working Group

Document the name, contact number, agency, and e-mail address for the point of contact.

Step 3 List of Agencies Represented within the Threat Assessment Working Group

Click on the “Edit Agencies” button to designate the agency affiliation for each member of the threat assessment working group.

Working Group Threats Vulnerabilities Survey Planning

Threat Assessment - Working Group Agencies

Metropolis(2003):Jurisdiction Assessment

Agencies Represented

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Step 4 FBI/Joint Task Force

Document the FBI field office or resident agency that serves the jurisdiction as well as the joint terrorism task force, if applicable.

THREAT ASSESSMENT—IDENTIFY PTE



Note

This section of the Threat Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Jurisdiction Threat Worksheet," on page 4.

The next required task is the identification of PTE in the jurisdiction. A PTE is defined as:

Any group or individual in which there are allegations or information indicating a possibility of the unlawful use of force or violence, specifically the utilization of WMD, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of a specific motivation or goal, possibly political or social in nature.



Note

This definition provides sufficient cause for the FBI to initiate an investigation.

The threat assessment working group should not identify more than fifteen PTE operating in your jurisdiction.



Note

Only the PTE with the highest threat level is considered in the risk factor equation.

Follow the instructions on the following page to complete the Jurisdiction Threat Worksheet.

Step 1 Threat Worksheet—Presence of Threat Factor

Evaluate each Threat Factor attributable to each PTE identified in your jurisdiction (see the Reference Handbook, Appendix B, "Joint Terrorism Task Force (JTTF) Contact Information," on page 6). For each PTE, identify the applicable threat factor(s) and record the corresponding numerical value in the appropriate threat factor column to the right of the PTE on the Jurisdiction Threat Worksheet. The corresponding point values are listed under each threat factor at the top of the Jurisdiction Threat Worksheet. The threat assessment working group should consider factors where information concerning the PTE has satisfied the definitional standards of that threat factor. If the intelligence information does not meet those standards, then the existence of the respective threat factor cannot be justified and must be left blank. Even if a threat factor cannot be justified, a jurisdiction can never have a threat level of "0" because there will always exist an unpredictable transient threat.

Jurisdiction Threat Worksheet								
Threat Factors						Threat Level (1-10)	Motivation	WMD Categories
PTE	Existence (1)	Violent History (1)	Intentions (2)	WMD Capability (2)	Targeting (4)		P=Political R=Religious E=Environmental Ra=Racial S=Special Interest Choose one or more	C=Chemical B=Biological R=Radiological N=Nuclear E=Explosive Choose one or more
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

Step 2 Calculate the Threat Level of Each PTE

Add the corresponding point values for each threat factor for which the standard has been met, and insert the value in the "Threat Level" column for each PTE. Threat levels may range from one to ten.

Step 3 Identify the Motivation of Each PTE

If one or more Motivators are established for a PTE, list the particular motivator(s) associated with the corresponding PTE under the “Motivation” column in the Jurisdiction Threat Worksheet (see the Reference Handbook, Appendix B, “Potential Targets,” on page 10).

Step 4 Identify the WMD Capability of Each PTE

For each PTE assessed to have the capability to produce or develop a WMD, identify the particular type(s) of WMD. List these WMD types in the far right column of the Jurisdiction Threat Worksheet. List only those capabilities that have been substantiated. The mere threat to use a WMD of a certain type, or an assertion that the capability exists, is not sufficient.

USE OF THREAT INFORMATION**! Warning**

The Jurisdiction Threat Worksheet is not for dissemination. Identities of the PTE are for law enforcement purposes only and should not be shared outside the Threat Assessment Working Group.

The Threat Assessment Working Group should further note that if a threat level of “5” or above is assessed for any PTE, the situation may require immediate action by law enforcement agencies and/or the emergency response community. The threat increases in significance when the PTE is deemed to possess the capability and the requisite intent to carry out a WMD attack. If the existence of a WMD is confirmed, or intelligence and circumstances indicate a high probability that a device exists, the threat has developed into a “WMD Incident” as defined in the Federal Response Plan. This requires an immediate response to identify, acquire, and plan the use of federal assistance to state and local authorities in response to the potential consequences of the terrorist use or employment of the WMD. Therefore, timely notification and coordination with the FBI is essential.

THREAT ASSESSMENT—JURISDICTION THREAT PROFILE



Note

The Jurisdiction Threat Profile may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Jurisdiction Threat Profile," on page 6.

Using information from the Jurisdiction Threat Worksheet, complete the steps below for online entry:

Step 1 Number of PTE Assessed

From the drop-down box, select the total number of PTE assessed in your jurisdiction. If the jurisdiction reports no known PTE, a rating of zero should be selected here.

Working GroupThreatsVulnerabilitiesSurveyPlanning

Threat Assessment - Jurisdiction Threat Profile

Metropolis(2003):Jurisdiction Assessment

In order to complete this section of the Assessment, please select the [Jurisdiction Threat Worksheet](#) to complete offline.

Number of PTEs Assessed

Total Number of PTEs

Existing Capabilities of PTEs

☐ Chemical

☐ Biological

☐ Nuclear

☐ Explosive

☐ Radiological

WMD Threat History from January 1, 2000 to December 31, 2002

Threatened WMD Hazard	Total Number of Responses to Suspected WMD Threats and/or Incidents	Number of WMD Threats and/or Incidents Determined to be Criminal
Chemical		
Biological		
Nuclear		
Explosive		
Radiological		

Jurisdiction Threat Rating

Jurisdiction Threat Rating

Previous

Save

Next

Step 2 Existing Capabilities

Click inside the box next to the types of WMD capabilities assessed to exist in the jurisdiction. If the jurisdiction reports no known PTE, "None" will be automatically checked.

Step 3 WMD Threat History

Total Number of Responses to Suspected WMD Threats and/or Incidents

List the number of responses to suspected WMD threats and/or incidents that occurred in your jurisdiction from January 1, 2000 to December 31, 2002, which resulted in the activation of emergency response assets.

Number of WMD Threats and/or Incidents Determined to be Criminal

Specify the total number of WMD threats and/or incidents determined to be criminal for each WMD Hazard.

Step 4 Jurisdiction Threat Rating

From the drop-down box, select the highest threat level obtained among the PTE identified within your jurisdiction. This number represents your jurisdiction's threat rating.

The Basic Vulnerability Assessment provides the local jurisdiction with a current vulnerability profile for all potential targets located within jurisdictional boundaries. The following sections will guide the jurisdiction through the completion of the following tasks:

- Organizing the Basic Vulnerability Working Group.
- Determining the disciplines that should be included in this group.
- Selecting potential targets for the Basic Vulnerability Assessment.

Once the Vulnerability Working Group has determined the sites to be assessed, they will be guided through the completion of an Individual Target Vulnerability Assessment Worksheet for each site. The results of these completed worksheets will help them to determine a Basic Vulnerability Assessment rating. This rating is the highest-rated target listed on the Basic Vulnerability Assessment Potential Target List.

BASIC VULNERABILITY ASSESSMENT—WORKING GROUP

Assemble the Vulnerability Working Group. This group should be composed of individuals with a working knowledge of the following categories of facilities, sites, systems, and/or special events within your jurisdiction:

- Government Services
- Public Health, Institutions
- Transportation Centers
- Recreational Facilities
- Electric Power Oil/Gas Storage
- Commercial/Industrial Facilities
- Water and Waste Water Supply
- Agriculture—Animals
- Information/Communications
- Agriculture—Plants/Crops
- Banking and Finance
- Miscellaneous
- Emergency Services

The Vulnerability Working Group should represent law enforcement, fire services, EMS, HazMat, public works, both public health and healthcare services, emergency management, governmental administrative, and public safety communications personnel, at the local, state, and federal levels that would be affected or respond to an act of WMD terrorism within a jurisdiction. The precise composition is left to the jurisdiction's discretion. No online entry is required for this step.

BASIC VULNERABILITY ASSESSMENT—POTENTIAL TARGETS



Note

This section of the Vulnerability Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Potential Targets," on page 8.

The Vulnerability Working Group should now compile a list of the critical infrastructure facilities, sites, systems, or special events that are present or take place within the jurisdiction. In doing so, use only 10% of the jurisdiction's targets/sites, unless 10 or fewer sites exist—in such a case, the jurisdiction should assess all of them. No online entry is required for this step.



Note

A sample of Potential Targets (the Reference Handbook, Appendix B, "Potential Targets," on page 10) may be useful in compiling this list. Click on the hyperlink to review a list of potential targets.

A facility, site, system, or venue within the jurisdiction that, in the wake of a WMD terrorism incident, would experience any or all of the following:

Large number of deaths and injuries

Extensive damage or destruction of facilities that provide or sustain human needs (i.e. power sources, food distribution sites, and essential public services)

Long-term catastrophic consequences to the general economic well being of the community.

BASIC VULNERABILITY ASSESSMENT—WORKSHEETS



Note

The Vulnerability Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Basic Vulnerability Assessment," on page 10.

Using the potential targets compiled from the work completed, conduct Basic Vulnerability Assessments on targets gathered by the Vulnerability Working Group. These sites will include those potential targets most important to the jurisdiction and likely include the single highest vulnerable target used to establish the final vulnerability rating. As this is sensitive information, the assessment should be conducted off-line. (The worksheets to conduct the assessments can be printed by clicking on the hyperlink.)

The Vulnerability Working Group will need both of the following forms:

- Individual Target Basic Vulnerability Summary (see the Reference Handbook, Appendix A, "Individual Target Basic Vulnerability Summary," on page 9).
- Individual Target Basic Vulnerability Assessment Worksheet (see the Reference Handbook, Appendix A, "Basic Vulnerability Assessment Worksheet," on page 11).

Follow the steps below to complete the Individual Target Vulnerability Worksheet. Use a separate worksheet for each target assessed. Determine the jurisdictional target to be assessed from the potential target list generated by the working group.

Once the target has been determined, use the Individual Target Vulnerability Worksheet to perform the first assessment. Repeat these steps for each subsequent target assessed.

Step 1 Level of Visibility

This factor assesses the visibility of the target and general public awareness of its existence. With this in mind, select the rating value that most closely represents the facility, infrastructure, event, etc.

Site/Target Name or Number:		Total Score Rating:
Duplicate this form and use one for each potential target.		Value
1. Level of Visibility: Assess the awareness of the existence and visibility of the target to the general public.		
0=Invisible: Existence secret/Classified location 1=Very Low Visibility: Existence not publicized 2=Low Visibility: Existence public but not well known	3=Medium Visibility: Existence known locally 4=High Visibility: Existence known regionally 5=Very High Visibility: Existence known nationally	

Step 2 Criticality of Target Site to Jurisdiction

This factor assesses the usefulness of the asset to the local population, economy, government, etc., and importance to the continuity of the jurisdiction. With this in mind, select the rating value that most closely represents the facility, infrastructure, event, etc.

2. Criticality of Target Site to Jurisdiction: Assess usefulness of assets to local population, economy, government, etc. Potential targets deemed essential to the continuity of the jurisdiction.		
0 = No usefulness 1 = Minor usefulness	2 = Moderate usefulness 3 = Significant usefulness	4 = Highly useful 5 = Critical

Step 3 Impact Outside of the Jurisdiction

Determine the impact of loss of this potential target and the impact it would have outside of the jurisdiction. With this in mind, select the rating value that most closely represents the facility, infrastructure, event, etc.

3. Impact Outside the Jurisdiction: Assess the affect loss will have outside of the jurisdiction.			
0 = None 1 = Very Low	2 = Low 3 = Medium	4 = High 5 = Very High	

Step 4 PTE Access to Target

This factor indicates the accessibility of the target for ingress and egress by a PTE. With this in mind, select the rating value that most closely represents the facility, infrastructure, event, etc.

4. PTE Access to Target: Assess the availability of the target for ingress and egress by a PTE.	
0 = Restricted: Security patrol 24/7, fenced, alarmed, CCTV, controlled access requiring prior clearance, designated parking, no unauthorized vehicle parking within 300 feet of facility, protected air/consumable entry. 1 = Controlled: Security patrol 24/7, fenced, alarmed, controlled access of vehicles and personnel, designated parking, no unauthorized vehicle parking within 300 feet of facility, protected air/consumable entry. 2 = Limited: Security guard at main entrance during business hours, fenced, alarmed, controlled access of visitors, designated parking, no unauthorized vehicles parking within 300 feet of facility, protected air/consumable entry. 3 = Moderate: Controlled access of visitors, alarmed after business hours, protected air/consumable entry, designated parking, no unauthorized vehicle parking within 50 feet. 4 = Open: Open access during business hours, locked during non-business hours, unprotected air/consumable entry. 5 = Unlimited: Open access, unprotected air/consumable entry	

Step 5 Potential Target Threat of Hazard

This factor assesses the presence of legal WMD material (CBRNE) in quantities that could be the target of a terrorist attack or complicate the response to an incident at that facility. With this in mind, select the rating value that most closely represents the facility, infrastructure, event, etc.

5. Potential Target Threat of Hazard: Assess the presence of legal WMD material (CBRNE) in quantities that could be the target of a terrorist attack or would complicate the response to an incident at that facility.	
0 = None: No WMD materials present 1 = Minimal: WMD materials present in moderate quantities, under positive control, and in secured locations. 2 = Low: WMD materials present in moderate quantities and controlled. 3 = Moderate: Major concentrations of WMD materials that have established control features and are secured in the site. 4 = High: Major concentrations of WMD materials that have moderate control features. 5 = Very High: Major concentrations of WMD materials that are accessible to non-staff personnel.	

Step 6 Potential Target Site Population Capacity

This factor assesses the maximum number of individuals at a site at any given time. With this in mind, select the rating value that most closely represents the facility, infrastructure, event, etc.

6. Potential Target Site Population Capacity: Assess the maximum number of individuals at a site at any given time.			
0 = 0 1 = 1-250	2 = 251-5000 3 = 5,001-15,000	4 = 15,001-50,000 5 = >50,001	

Step 7 Potential Collateral Mass Casualties

This factor assesses potential collateral mass casualties within a one-mile radius of the target site. With this in mind, select the rating value that most closely represents the facility, infrastructure, event, etc.

7. Potential for Collateral Mass Casualties: Assess potential collateral mass casualties within a one-mile radius of the target site.		
0 = 0-100 1 = 101-250	2 = 251-5000 3 = 5,001-15,000	4 = 15,001-50,000 5 = >50,001

Step 8 Basic Target Vulnerability Assessment Rating Key

Apply the vulnerability summary total to the target vulnerability assessment rating key. Determine the range the summary total falls within and record the final vulnerability rating score for each target.

RAW SCORE (add lines 1-7)			
Basic Target Vulnerability Assessment Rating: Convert total score to a rating number from 1-12 using the following key. Transfer final rating to top right hand box in this form.			
0 - 2 pts. = 1 3 - 5 pts. = 2 6 - 8 pts. = 3	9-11 pts. = 4 12-14 pts. = 5 15-17 pts. = 6	18-20 pts. = 7 21-23 pts. = 8 24-26 pts. = 9	27-29 pts. = 10 30-32 pts. = 11 33-35 pts. = 12

Step 9 Document Target Rating

Document a Total Score Rating for each potential target assessed.

Site/Target Name or Number:	Total Score Rating:
Duplicate this form and use one for each potential target.	
	Value

BASIC VULNERABILITY ASSESSMENT—FINAL RATING



Note

This section of the Vulnerability Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Final Rating," on page 12.

Final Rating Instructions

Once the jurisdiction has assessed all desired potential targets deemed critical and performed a Basic Vulnerability Assessment on each, the highest basic vulnerability rating listed among the potential targets will serve as the final jurisdiction vulnerability rating.

Step 1 Enter this Numerical Score Online under Jurisdictional Vulnerability Rating.

Record both the raw numerical score as well as the basic vulnerability rating for the jurisdiction.

The screenshot shows a web application interface for a 'Vulnerability Assessment'. At the top, there are tabs for 'Working Group', 'Threats', 'Vulnerabilities', 'Survey', and 'Planning'. The 'Vulnerabilities' tab is selected. Below the tabs, the title 'Vulnerability Assessment' is displayed, followed by the subtitle 'Metropolis(2003):Jurisdiction Assessment'. A paragraph of instructions follows: 'In order to complete this section of the assessment, please select the [Individual Target Basic Vulnerability Assessment Worksheet](#) to complete offline. You can also view the [Potential Targets](#) and [Individual Target Basic Vulnerability Summary](#) to help you complete the worksheet. Once completed, this information can be used to complete this Vulnerability Assessment.' Below this, a section titled 'Jurisdiction Vulnerability Rating' contains two dropdown menus. The first is labeled 'Vulnerability Summary Raw Score (Highest target score)' and has a value of '1' selected. The second is labeled 'Vulnerability Rating' and is currently empty.

Step 2 Document all Legal Hazardous Sites Located within the Jurisdiction.

The jurisdiction working group should use the following general site definitions of each CBRNE material as a guide to determine the classification of these facilities. Record the number of these facilities for each CBRNE category. Related Internet site addresses for each category site definition appear below.

The screenshot shows a form titled 'CBRNE Material' with a table structure. The table has two columns: 'CBRNE Material' and 'Number of Sites'. The rows are: Chemical, Biological, Nuclear, Explosive, and Radiological. Each row has a corresponding input field for the number of sites. Below the table, there are three buttons: 'Previous', 'Save', and 'Next'.

CBRNE Material	Number of Sites
Chemical	<input type="text"/>
Biological	<input type="text"/>
Nuclear	<input type="text"/>
Explosive	<input type="text"/>
Radiological	<input type="text"/>

Previous Save Next

Chemical: Tier level II substances (listed in the Reference Handbook, Appendix A, "Legal Hazardous Sites," on page 13) of 40 CFR Part 355 that is present at a facility in an amount in excess of its threshold planning quantity, any "hazardous substance" listed in 40 C.F.R Section 302.4 that is present at a facility in an amount in excess of its reportable quantity or in excess of its threshold planning quantity if it is also an "extremely hazardous substance," and any petroleum including crude oil or any fraction thereof that is present at a facility in an amount exceeding 100 pounds unless it is specifically listed as a "hazardous substance" or an "extremely hazardous substance."
(www.access.gpo.gov/ecfr/)

Biological: Any individual or government agency, university, corporation, company, partnership, society, association, firm, or other legal entity located at a single geographic site that may transfer or receive through any means a select agent (listed in the Reference Handbook, Appendix A, "Legal

Hazardous Sites," on page 13) of 42 CFR Part 72; Viruses, Bacteria, Rickettsiae, Fungi, Toxins. (www.cdc.gov/od/ohs/lrsat/42cfr72.htm)

Radiological/Nuclear: (*Irradiators*), a facility that uses radioactive sealed sources for the irradiation of objects or materials and in which radiation dose rates exceeding 5 grays (500 rads) per hour exist at 1 meter from the sealed radioactive sources in air or water, as applicable for the irradiator type, but does not include irradiators in which both the sealed source and the area subject to irradiation are contained within a device and are not accessible to personnel (www.access.gpo.gov/ecfr/).

(Production and utilization facilities) (1) Any nuclear reactor designed or used primarily for the formation of plutonium or uranium-233; or (2) Any facility designed or used for the separation of the isotopes of plutonium, except laboratory scale facilities designed or used for experimental or analytical purposes only; or (3) Any facility designed or used for the processing of irradiated materials containing special nuclear material, except (i) laboratory scale facilities designed or used for experimental or analytical purposes, (ii) facilities in which the only special nuclear materials contained in the irradiated material to be processed are uranium enriched in the isotope U-235 and plutonium produced by the irradiation, if the material processed contains not more than 106 grams of plutonium per gram of U-235 and has fission product activity not in excess of 0.25 millicuries of fission products per gram of U-235, and (iii) facilities in which processing is conducted pursuant to a license issued under parts 30 and 70 of this chapter, or equivalent regulations of an Agreement State, for the receipt, possession, use, and transfer of irradiated special nuclear material, which authorizes the processing of the irradiated material on a batch basis for the separation of selected fission products and limits the process batch to not more than 100 grams of uranium enriched in the isotope 235 and not more than 15 grams of any other special nuclear material.

(www.access.gpo.gov/ecfr/)

(Special nuclear material) (1) plutonium, uranium-233, uranium enriched in the isotope-233 or in the isotope-235, and any other material which the Commission, pursuant to the provisions of section 51 of the act, determines to be special nuclear material, but does not include source material; or (2) any material artificially enriched by any of the foregoing, but does not include source material. (www.access.gpo.gov/ecfr/)

Explosive : Sites that manufacture, produce, or store in reportable quantities explosive materials as delineated in Title 18, USC and 27 CFR 55 (www.atf.treas.gov/pub/fire-explo_pub/listofexp.htm.)

SITE-SPECIFIC VULNERABILITY ASSESSMENT SURVEY



Note

The Site-Specific Vulnerability Assessment Survey may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Site-Specific Vulnerability Survey," on page 15.

Now that you have completed vulnerability assessments for those potential targets deemed critical, discuss how to make them more secure through a Site-specific Vulnerability Assessment.

Conducting these assessments will help identify specific vulnerabilities within the assets. Some examples of target vulnerabilities could be allowing vehicles to park or pass close to buildings, ventilation system intakes that are accessible by the public, doors that don't properly lock after exiting, or gaps in security/visitor control operations and procedures. To protect personnel using those assets, steps should be taken to reduce the identified vulnerabilities. Vulnerability reduction is often referred to as "target hardening."

To provide state and local jurisdictions assistance on selecting the most appropriate vulnerability assessment methods and tools for specific types of targets, ODP is studying vulnerability assessment methodologies and tools during FY 2003. The purpose of this study is to identify the critical elements of site-specific, in-depth vulnerability assessments as they pertain to different types of targets, i.e. stadiums, subways, office buildings, etc. The results of this process will provide information about commercially-available tools, information about the performance of emerging technologies being used to identify and reduce vulnerabilities, and a standardization of common definitions for terms such as "risk," "vulnerability," "threat," etc.

For ODP to estimate the extent to which this information and these services will be requested, please answer the following five questions:

Working GroupThreatsVulnerabilitiesSurveyPlanning

Site-specific Vulnerability Assessment Survey

Metropolis(2003):Jurisdiction Assessment

Site-specific Vulnerability Survey

How many site-specific, in-depth vulnerability assessments will your jurisdiction conduct on the 10 most vulnerable high threat targets that were identified in your jurisdiction?

Would you like information and/or assistance from ODP on the following:

Identification of vulnerability assessment tools (software, checklists, etc.)?

☐ Yes

☐ No

Names/numbers of persons to contact who have undergone site-specific vulnerability assessments?

☐ Yes

☐ No

Help with actual execution of site-specific vulnerability assessments?

☐ Yes

☐ No

Training opportunities for people in your jurisdiction regarding how to conduct site-specific vulnerability assessments and how to conduct courses on training others?

☐ Yes

☐ No

Comments:

Previous

Save

Next

PLANNING FACTORS



Note

Planning Factors may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Planning Factors," on page 16.

Now that you have completed both the Threat & Vulnerability Assessments, you should evaluate potential CBRNE “scenarios” for your jurisdiction encompassing the three variables identified in those assessments: potential targets, potential threat elements, and legal CBRNE Hazards. This is an optional process—some jurisdictions may already have such scenarios in place—yet for those who do not, five specific planning factor worksheets have been developed to assist you in doing so. Each worksheet addresses a separate WMD CBRNE material. As the working group completes this process, the following planning factors should be developed:

- Establish the types of WMD CBRNE materials that could possibly be used during an incident within the jurisdiction.
- Identify individuals affected by the WMD terrorism incident. This estimated count represents a maximum need that ensures the jurisdiction will have the information required for proper resource allocations to emergency responders.

PLANNING FACTOR WORKSHEETS



Note

To print the Planning Factor Worksheets (the Reference Handbook, Appendix A, "Planning Factors Worksheets," on page 17), click on the hyperlink.

In order to use the planning factor worksheets for the development of possible incidents within the jurisdiction, follow these steps:

Step 1 List Potential Targets

Determine the top ten potential target sites developed during the vulnerability assessments. Record these potential targets using the Planning Factor Worksheets for each potential CBRNE material.

Planning Factors						
Chemical		Evacuated Victims				Deceased
Site/Target	Potential (✓)	Non-Injured	Walking	Stretcher	“Worried Well”	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Max Value Total						

Step 2 Likelihood of Specific Use of CBRNE on Target

Determine if the listed potential target is a likely location for the CBRNE material listed in the top left hand corner of each worksheet. If so, note this by placing a check mark in the “Potential” column for each likely target.

Step 3 Project Affected Individuals

Project the number of individuals possibly affected by the CBRNE materials listed under each planning factor (Evacuated-Non-Injured, Evacuated-Walking, Evacuated-Stretcher, “Worried Well”) for each site listed as potential. In order to use the planning factor worksheets for the development of possible incidents within the jurisdiction, follow these steps:

Step 4 Number of Deceased

Project the number of deceased individuals.

Step 5 Determine Maximum Score

Determine the “Maximum Value Total” for each planning factor. Look for the highest estimated number for each planning factor and carry it to the bottom of the worksheet. The highest planning factor numbers may be found in different targets.

Step 6 Potential Scenarios

For each CBRNE material selected as a potential risk for the jurisdiction, insert the highest estimated numbers for each planning factor into the maximum values worksheet.

The jurisdiction working group has now completed the maximum estimated numbers for individuals affected by the CBRNE materials determined likely for their jurisdiction. These planning figures should be kept for review—they will be useful when determining equipment, training, exercise, and technical assistance needs.

SECTION

3

CAPABILITIES ASSESSMENT

After completing the risk assessment, the next step is to examine the desired and current capabilities of the jurisdiction's emergency responders. The purpose of conducting the capabilities and needs assessment is to assist jurisdictions in identifying the planning, organization, equipment, training, and exercises needed to safely and effectively respond to WMD incidents. State authorities will also use the assessment data to assist them in preparing/updating the SHSS.

In order to begin this three-step process, you should use the planning factors from the previous sections to help guide emergency responder disciplines (Fire Services, HazMat EMS, Law Enforcement, Public Works, Public Health, Healthcare, Governmental Administration, Public Safety Communications, and Emergency Management Agency) through the assessment process. A list of Discipline Definitions (see the Reference Handbook, Appendix B, "Discipline Definitions," on page 12) has been provided and can be reviewed by clicking on the hyperlink. The following tasks are to be completed:

Step One: Use the planning factors to establish CBRNE materials likely to be used during a WMD terrorism incident in order to help determine desired and current capabilities needed by each discipline to respond appropriately.

Step Two: Use the same planning factors to establish a numerical focus of affected individuals who may become incapacitated during a WMD terrorism incident.

Step Three: Apply the designated factors to planning, organization, equipment, training, and exercises in order to identify gaps.

The working group will then input desired and current capabilities using the online tool. Specific information needed for this portion of the assessment includes the:

- Number of emergency responders from each discipline.
- Number of emergency responders from each discipline desired at each WMD response level.

- Number of emergency responders from each discipline currently equipped and trained to desired WMD response levels.

Step-by-step instructions for online entry of this data appears in the following sections of this chapter.

DESIRED RESPONSE CAPABILITIES

You should now determine the WMD response level identified as necessary for the jurisdiction's emergency responders based on the jurisdiction's planning factor estimates. The result being to enable the jurisdiction to properly equip, train, and exercise responder assets to respond to a WMD incident in a safe and effective manner in accordance with jurisdictional response plans. An additional capability of conducting simultaneous operations may also be achieved.

In order to determine realistic desired response capabilities for each discipline, review the WMD Response Level Definitions (see the Reference Handbook, Appendix B, "WMD Response Level Definitions," on page 15). You can do so by clicking on the hyperlink.

Using the planning factors for guidance, the working group should determine what WMD response level each discipline should achieve or maintain.

DETERMINE RESPONSE LEVELS FOR EACH DISCIPLINE



Note

The Response Levels Section may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Determine Response Levels for Each Discipline," on page 20.

As each online screen is displayed, the jurisdiction may:

- Select a discipline to assess from the drop-down menu.
- Select those WMD response level capabilities needed to respond to a WMD terrorism incident. Each response level should be assessed independently from others.
- Determine the total number of personnel desired at the WMD response level.
- Designate the total number of personnel currently equipped and trained at the desired level.

For each discipline screen the online system will automatically calculate a percentage of the discipline currently able to respond at the desired WMD response level.

Review the WMD Response Levels by Discipline (see the Reference Handbook, Appendix B, "WMD Response Levels by Discipline," on page 17) prior to online entry. This information can be reviewed by clicking on the hyperlink.

Follow these steps in order to complete the jurisdiction WMD response levels for each discipline:

Step 1 Select a Discipline

The following input screen has distinct tables for each discipline for entering desired response capabilities. Click on the hyperlinks to view the respective emergency responder guidelines for each level. The number of personnel entered previously in the Jurisdiction Assessment Profile will be displayed automatically.

Response Levels Tasks

Desired Response Capabilities

Metropolis(2003):Jurisdiction Assessment

Displaying 1-10 of 10 Disciplines

Law Enforcement		Total Personnel: 65	
Level	# of Personnel Desired at Level	# Currently Equipped and Trained at Desired Level	% Ready at Desired Level
Level 0	<input type="text"/>	<input type="text"/>	
Level 1	<input type="text" value="30"/>	<input type="text" value="30"/>	100
Level 2	<input type="text" value="40"/>	<input type="text" value="20"/>	50
Level 3	<input type="text" value="10"/>	<input type="text" value="5"/>	50
Level 4	<input type="text" value="5"/>	<input type="text" value="0"/>	0

Calculate

Previous Save Next



Note

If the jurisdiction needs to revise the number for "Total in Discipline," this option is available by returning to the Jurisdiction Registration and Assessment Profile Setup in Section 1 and adjusting the number of personnel in the discipline. Once completed, all personnel numbers will be automatically revised to reflect the change.

Step 2 Total Number of Personnel Desired at Response Level

For each discipline, using planning factors and the descriptions of each WMD response level, determine the number of personnel desired at each response level. Input the number of responders needed to sustain this response level in the space provided for "Total Number of Personnel Jurisdiction Desires at Response Level."

Step 3 Total Number Currently Equipped and Trained at Desired Level/ Percent Ready at Desired Level

For each discipline, using the number of responders desired at a certain WMD response level, input the total number of those responders who are currently equipped and trained to operate at that level. Upon completion of these entries, an automatic percentage of discipline readiness will be calculated.

WMD TASK BY DISCIPLINE



Note

The WMD Task by Discipline section may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "WMD Task by Discipline," on page 37.

To ensure proper response by discipline, a methodology to determine the task by discipline requirements should be developed. To assist jurisdictions, ODP has developed Task By Discipline online worksheets for use by the jurisdiction.

At this point, the jurisdiction has established planning factors, likely incidents, and determined desired WMD response levels for each discipline. The working group can now examine specific tasks required of responders during a WMD terrorism incident. Once desired tasks by discipline are determined, the jurisdiction should then assess current capabilities.

Current capabilities regarding these tasks are determined through questions posed to the jurisdiction working group members who represent each specific discipline:

- What are the specific tasks required of each discipline to respond appropriately to likely incidents?
- Are there appropriate plans and procedures in place to accomplish the task?
- If a specialized team will accomplish the task, is this organizational component in place? (i.e., task force, SWAT team, etc.)
- Is the discipline equipped to perform the desired task for potential incidents?
- Has the discipline trained to perform these tasks?
- Has the task associated with the response plan been exercised using realistic CBRNE scenarios?

In order to review WMD Tasks by Discipline (the Reference Handbook, Appendix A, "WMD Task by Discipline," on page 37), click on the hyperlink. Once the WMD Tasks by Discipline have been reviewed, perform the following steps:

Step 1 Select a Discipline

Select the discipline to be assessed by clicking the “Edit/View” hyperlinks under “Action.” All sample tasks will be populated automatically once this step has been completed.

Discipline	# of Tasks	Action
Law Enforcement	20 of 20 completed	Edit / View
Emergency Medical Services	18 of 20 completed	Edit / View
Emergency Management	0 completed	Edit / View
Fire Service	0 Completed	Edit / View
HazMat	0 Completed	Edit / View
Public Works	0 Completed	Edit / View
Governmental Administrative	0 Completed	Edit / View
Public Safety Communications	0 Completed	Edit / View
Health Care	0 Completed	Edit / View
Public Health	0 Completed	Edit / View

Previous Next

Step 2 Evaluate Desired Tasks for Each Discipline

For each emergency response discipline, (using planning factors and potential incidents), determine tasks needed to respond to a WMD terrorism incident from the sample tasks provided. If the sample tasks do not include specific tasks desired by the jurisdiction for this discipline, add additional tasks by clicking the “Add Specialized Task” button.

To complete this portion of the assessment, use the following definitions for the terms “Yes,” “No,” “Partial,” and “N/A”:

Yes: *The jurisdiction possesses all of the requirements for the specified task.*

No: *The jurisdiction possess no capabilities with regard to the expressed requirements for the specific task.*

Partial: *The jurisdiction possesses moderate capabilities, but still lacks complete compliance with the expressed requirements.*

N/A: *N/A entries may indicate one or more of the following: The listed task does not apply to specific CBRNE material. The category (plan/procedures, organization, equipment, training, exercises) does not apply to CBRNE material. The jurisdiction did not establish planning factors for the CBRNE marked N/A; the listed task is completed at the state level rather than the jurisdiction level.*

Once the “Add Specialized Task” button has been clicked, the entry screen will be displayed without a sample task. In its place, there will be a text box for the jurisdiction to input a specialized task not listed in the sample tasks provided. Once the task has been entered, click the “Add Task” button to be taken back to the original screen with the newly generated task displayed.

Tasks for Discipline Completed

Once the jurisdiction has completed all tasks for a discipline, notification will be made that there are no further tasks that remain to be addressed for this discipline. You will then be given the following options:

Select another discipline from the drop down menu in order to assess desired tasks. This action will save all completed work thus far for those disciplines by the displayed number of tasks remaining.

Response Levels Tasks

WMD Tasks by Discipline: Law Enforcement

Metropolia(2003):Jurisdiction Assessment

Displaying 1-2 of 20 Tasks

Task: Coordinate intelligence collection ☐ Task Not Applicable

	Plans/Procedures	Organization	Equipped	Trained	Exercised
Chemical					
Biological					
Nuclear					
Explosive					
Radiological					

Task: Know and recognize types of agents ☐ Task Not Applicable

	Plans/Procedures	Organization	Equipped	Trained	Exercised
Chemical					
Biological					
Nuclear					
Explosive					
Radiological					

Previous Add Specialized Task Cancel Next

RESPONSE CAPABILITY NEEDS—REPORTS

Desired and current WMD response level capabilities and task by discipline assessments have now been completed. These capabilities were determined by:

- The “Planning Factor” Worksheets, which established a numerical focus for affected individuals.
- The determination of the jurisdiction’s “Potential Incidents” which focused efforts on particular CBRNE materials in order to base resource needs.

- “Task by Discipline” work conducted, which provided the jurisdiction working group with specific desired capabilities for each discipline needed to respond appropriately.

In order to display the current work performed by the jurisdiction working group, the following response level capability reports are available for review. These reports will allow you to review both current and desired capabilities documented for each discipline. These reports are generated automatically and consist of the following information:

WMD Response Level by Discipline: Reports those desired and current capabilities as documented by the jurisdiction that are needed to respond to CBRNE scenarios for each discipline.

Tasks by Discipline: Reports the tasks desired by each discipline in order to respond to the likely CBRNE scenarios and designates whether the discipline is capable of performing each.

In order to view this report, select the Report Interface tab.

4

NEEDS ASSESSMENT

OVERVIEW

At this point, the Jurisdiction Working Group has completed most of preparatory work required to move into the five solution category areas (planning, organization, equipment, training, and exercises). You can now use the data developed from the jurisdiction's planning factors, likely incidents, and specific tasks by discipline desired by each emergency responder. Each piece of this information will help you determine what is needed to increase emergency responder capabilities to respond to a WMD terrorism incident effectively. You will be led through the online data entry requirements required to document all desired and current needs for the following solution areas:

Planning

Assesses planning the jurisdiction has conducted to ensure emergency responders have an updated emergency operation plan and terrorism incident annex to provide direction in the event of a WMD incident. Also documents those discipline capabilities provided through written M/A agreements as well as those received.

Organization

Assesses organizational efforts the jurisdiction has addressed through the construction of emergency response teams and written mutual aid agreements with jurisdictions to provide coverage to those areas lacking WMD response capability.

Equipment

Assesses those desired and current resources needed to respond to WMD terrorism incidents that may occur in the jurisdiction determined through planning factors, WMD response levels by discipline, and specific tasks desired by each discipline.

Training

Assesses desired and current WMD training needed by each discipline using training guidelines provided for increased capabilities.

Exercises

Assesses desired and current exercises the jurisdiction needs to properly exercise their local plans.

Technical Assistance needs for each above solution area will be collected once the jurisdiction has completed assessment entries for that specific area. All TA entries submitted within each solution area will be available as an output report for the jurisdiction in the TA section. These reports will help jurisdictions to target specific needs associated with improving capabilities related to an appropriate WMD terrorism incident response.

NEEDS ASSESSMENT—PLANNING



Note

This section of the Needs Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Needs Assessment – Planning," on page 67.

Emergency Operation Plans and Terrorism Incident Annex

In this section, you will be led through the online process required to provide the state with specific information regarding a current jurisdiction emergency operation plan and terrorism incident annex. The jurisdiction should indicate the following:

- Does the jurisdiction have a current emergency operation plan?
- If so, when was the plan last updated?
- Does the jurisdiction have a current terrorism incident annex?
- If so, when was the annex last updated?
- Does the current emergency operation plan address specified issues?



Note

If the jurisdiction answers “no” to having a current EOP, the second portion of the survey regarding when the plan or annex was updated will not be required.

Survey Emergency Responders Tech Assistance

Needs Assessment - Planning Metropolia(2003);Jurisdiction Assessment

Emergency Operations Plans and Terrorism Incident Annex

Emergency Operation Plan ☐ Yes ☐ No

Your plan was last updated

Terrorism Incident Annex ☐ Yes ☐ No

Your annex was last updated

Do your plans address any of the following issues:

Continuity of Operations ☐ Yes ☐ No

Continuity of Government ☐ Yes ☐ No

Mass Decontamination ☐ Yes ☐ No

Isolation ☐ Yes ☐ No

Quarantine ☐ Yes ☐ No

Recovery and Restoration ☐ Yes ☐ No

Volunteers ☐ Yes ☐ No

Donated Resources ☐ Yes ☐ No

Resource Management ☐ Yes ☐ No

Mass Casualties ☐ Yes ☐ No

Evacuation ☐ Yes ☐ No

Interoperable Communications ☐ Yes ☐ No

EMERGENCY RESPONSE CAPABILITY

The next section in the online process for jurisdiction planning allows the working group to provide the state with specific information regarding written mutual aid agreements with neighboring jurisdictions. The number of personnel within each discipline, where capability exists, has been automatically populated.

In order to complete this process, the following tasks are required:

- Determine those disciplines that provide mutual aid.
- Determine those disciplines that receive mutual aid through written agreements from neighboring jurisdictions.

To input the data required for the emergency response capability survey, complete the following:

RECEIVES/PROVIDES MUTUAL AID

For each discipline you show current capability, indicate whether mutual aid is provided or received through a written agreement.

Survey
Emergency Responders
Tech Assistance

Planning - Emergency Response Capabilities

Metropolis(2003) Jurisdiction Assessment

Discipline	Have Capability	# Full Time Personnel	# Volunteer Personnel	Total	Receives Mutual Aid	Provides Mutual Aid
Law Enforcement	Yes	50	15	65	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Emergency Medical Services	Yes	80	40	120	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Emergency Management	Yes	30	0	30	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Fire Service	Yes	15	30	45	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
HazMat	Yes	10	0	10	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Public Works	Yes	12	3	15	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Governmental Administrative	Yes	25	0	25	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Public Safety Communications	Yes	20	20	40	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Health Care	Yes	30	20	50	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Public Health	Yes	10	5	15	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Previous
Save
Next

ODP Guidance Documents and References

ODP/FEMA has developed the following guidance material to assist the jurisdiction with planning requirements.

- Introduction to Emergency Operations Planning (July 2002 with FY 2002 Supplemental) is available online at <http://www.fema.gov/onp/ncb.shtm>
- Managing the Emergency Consequences of Terrorist Incidents (Interim guidance July 2002 with FY 02 Supplemental) is available online at <http://www.fema.gov/onp/ncb.shtm>
- Toolkit for Managing the Emergency Consequences of Terrorist Incidents (July 2002 with FY 02 Supplement) is available online at <http://www.fema.gov/onp/ncb.shtm>

- State and Local Guide (SLG) 101: Guide for All Hazard Emergency Operations Planning is available through FEMA's Publications Warehouse by calling 1-800-480-2520 or online at <http://www.fema.gov/rrr/gaheop.shtm>
- State and Local Mitigation Planning How To Guides (FEMA-386) is available through FEMA's Publications Warehouse by calling 1-800-480-2520 or online at <http://www.fema.gov/fima/planresource.shtm>
- Emergency Management Guide for Business and Industry is available online at <http://www.fema.gov/library/bizindex.shtm>

Critical Incident Protocol—A Public and Private Partnership is available online at <http://www.ojp.usdoj.gov/odp/library/bulletins.htm>

TECHNICAL ASSISTANCE INPUT—PLANNING



Note

The Technical Assistance Input section for Planning may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Technical Assistance – Planning," on page 69.

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the jurisdiction in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the jurisdiction, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your jurisdiction, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Develop/Update Emergency Operations Plan.
- Develop/Update Response Protocols.
- Develop/Update WMD/Terrorism Incident Annex Template.
- Design/Develop Interoperable Communications Strategy.
- Facilitation of Working Group.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Survey Emergency Responders Tech Assistance

Technical Assistance Input - Planning

Metropolis(2003)Jurisdiction Assessment

Is Technical Assistance required for this Solution Area? ☐ Yes ☒ No

Add Technical Assistance Request

Technical Assistance Type (If Other, please specify)

Participating Disciplines

- ☐ Law Enforcement
- ☐ Emergency Medical Services
- ☐ Emergency Management
- ☐ Fire Service
- ☐ Public Works
- ☐ Governmental Administrative
- ☐ Public Safety Communications
- ☐ Health Care
- ☐ Public Health

Frequency of Delivery

Survey Emergency Responders Tech Assistance

Technical Assistance Input - Planning

Metropolis(2003)Jurisdiction Assessment

Technical Assistance Type	Discipline(s)	Frequency	
Develop/Update Emergency Operations Plan	[Public Works , Emergency Management , Fire Service , Public Safety Communications , Governmental Administrative , Law Enforcement , Emergency Medical Services]	once/three years	<input type="button" value="Delete"/>
Develop/Update Response Protocols	[Law Enforcement , Fire Service]	annually	<input type="button" value="Delete"/>
Facilitation of Working Group	[Public Works , Public Safety Communications , Governmental Administrative]	once/six months	<input type="button" value="Delete"/>

Add Technical Assistance Request

Technical Assistance Type (If Other, please specify)

Participating Disciplines

- ☐ Law Enforcement
- ☐ Emergency Medical Services
- ☐ Emergency Management
- ☐ Fire Service
- ☐ Public Works
- ☐ Governmental Administrative
- ☐ Public Safety Communications
- ☐ Health Care
- ☐ Public Health

Frequency of Delivery

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the jurisdiction. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

NEEDS ASSESSMENT—ORGANIZATION



Note

This section of the Needs Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Needs Assessment – Organization," on page 71.

The next step in the SHSAS preparation process is to assess each jurisdiction's organization efforts. To start this process, complete the Emergency Response Team Survey. This will provide the state with updated information regarding each jurisdiction emergency response team's capability.

Emergency Response Teams

The following tasks are required:

- Indicate a team capability within the jurisdiction.
- Indicate whether the emergency response team receives mutual aid through written agreements from other jurisdictions.
- Indicate whether the emergency response team provides mutual aid through written agreements to other jurisdictions.
- If the jurisdiction capability exists, indicate the number of emergency response teams available.
- If the jurisdiction capability exists, indicate the number of emergency response personnel available per team.
- If there are additional emergency response teams located in the jurisdiction these teams should be reported under the "Other" category.

Totals will be calculated automatically once both the number of teams and the number of personnel on each team is entered.

In order to standardize jurisdiction entries made regarding current emergency response team capabilities, the following general definitions are provided:

HazMat: Individuals, full-time, part-time, or on voluntary basis, identify, characterize, provide risk assessment, and mitigate/control the release of a hazardous substance or potentially hazardous substance.

Decontamination Teams: Decontamination teams consist of individuals with responsibility for initiating and conducting decontamination operations necessary to maintain the health of contaminated individuals as well as the safety of non-contaminated individuals and physical facilities.

SWAT: Special Weapons and Tactics unit that will search for any potential suspects, provide protection for ongoing operations, and conduct high threat searches or execute no-knock warrants.

Bomb Squad: Special unit that conducts an immediate search and recognizes suspect package or secondary device in order to conduct render safe procedures.

Technical Rescue: Specialized emergency response personnel who are trained to apply special knowledge, skills and equipment to safely resolve unique and/or complex rescue situations.

Urban Search and Rescue: Specialized emergency response personnel who are trained to apply special knowledge, skills and equipment to safely resolve unique and/or complex rescue situations involving large concrete and/or steel structures.

Heavy Rescue: Specialized emergency response personnel who are trained to use strategy, tactics and operations for locating, extricating and treating victims of structural collapse.

Metropolitan Medical Response System: Specialized jurisdictional group with local, state and federal involvement and representation. Core members include public health, emergency services and hospital representatives.

Public Health Team: City/County Public Health officials including health inspectors, sanitarians and physician consultants who are trained to quickly assess and investigate threats against public health.

Using the team definitions provided, the working group should perform the following steps in order to complete the emergency response team survey input required for this section.

Step 1 Type of Team

Designate the jurisdiction capability for each team. If the jurisdiction currently has a specific team capability, the jurisdiction working group should answer “Yes” under “Jurisdiction Capability.”

Teams Tech Assistance

Needs Assessment - Organization

Metropolis(2003);Jurisdiction Assessment

Type of Team	Have Capability	Receives Mutual Aid	Provides Mutual Aid	Number of Teams	# of Personnel per Team	Total
HazMat	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Decontamination Teams	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
SWAT	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Bomb Squad	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Technical Rescue	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Urban Search and Rescue	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Heavy Rescue	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Metropolitan Medical Response Team	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Public Health Team	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Terrorism Early Warning	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	

Calculate

Previous Save Next

Step 2 Receives Mutual Aid

Indicate if your jurisdiction receives assistance through written mutual aid agreements from other jurisdictions for this team function.

Step 3 Provides Mutual Aid

If you answered yes to jurisdiction capability, do you provide support to other jurisdictions through written mutual agreements?

Step 4 Number of Teams and Total Members

If you indicated jurisdiction capability, enter the number of emergency response teams and personnel per team in the text boxes provided. Once entered, the “Total” column will be calculated automatically by the online system.



Note

The Technical Assistance Input section for Organization may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Technical Assistance – Organization," on page 73.

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the jurisdiction in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the jurisdiction, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your jurisdiction, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Identify Additional Response Team Requirements.
- Identify Response Team Equipment.
- Identify Additional Response Team Staffing Needs.
- Develop Additional Response Team Protocols.

If the "Other Technical Assistance Description" text box is used, you must fully describe the assistance desired.

Teams Tech Assistance

Technical Assistance Input - Organization Metropolis(2003).Jurisdiction Assessment

Is Technical Assistance required for this Solution Area? ☐ Yes ☒ No

Add Technical Assistance Request

Technical Assistance Type Select Technical Assistance Type ▼
 (If Other, please specify)

Participating Disciplines

- ☐ Law Enforcement
- ☐ Emergency Medical Services
- ☐ Emergency Management
- ☐ Fire Service
- ☐ HazMat
- ☐ Public Works
- ☐ Governmental Administrative
- ☐ Public Safety Communications
- ☐ Health Care
- ☐ Public Health

Frequency of Delivery Select Frequency ▼

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the jurisdiction. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).



Note

This section of the Needs Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Needs Assessment - Equipment," on page 75.

In the following section, the jurisdiction working group will be led through the online data entry requirements needed to document equipment needed by emergency responders and current on-hand/on-order equipment. You will be asked to:

- Select the specific items of equipment for each discipline based on the task by discipline analysis and enter these online.
- Enter the unit price of the specific equipment type.
- Assign the equipment to a specific discipline that will use the asset during a response effort.
- Use the planning factors established as a focus for the number of equipment pieces desired to meet jurisdiction response needs.
- Estimate the number of equipment pieces currently on-hand or on order by the jurisdiction are reported next. These reported assets should supplement desired equipment.
- Designate a priority for procurement regarding a specific discipline, if desired.

Once both the desired and current entries are input for all designated disciplines that require equipment, a gap for specific discipline need will be calculated automatically.

For your assistance in estimating equipment costs, Sample Price Ranges are provided (see the Reference Handbook, Appendix B, "ODP State Domestic Preparedness Equipment Program Standardized Equipment List," on page 37). In order to review this document, click on the link provided.

The following steps will guide the jurisdiction through the remainder of the online entry process required for equipment entry:

Step 1 Equipment Category

Select the equipment category by clicking on the drop-down menu.

Equipment Tech Assistance R & D Needs R & D Funding

Needs Assessment - Equipment Metropolis(2003);Jurisdiction Assessment

Equipment Category	PPE: Level A
Equipment Type	Standardized Equipment List (SEL) Chemical Resistant Boots, Steel or Fiberglass Toe and Shank (65 - 100)

Unit Cost:		Total Number That Should Be On Hand	Current/ On Hand or On Order
Quantity for Each Discipline	Law Enforcement		
	Emergency Medical Services		
	Emergency Management		
	Fire Service		
	HazMat		
	Public Works		
	Governmental Administrative		
	Public Safety Communications		
	Health Care		
	Public Health		

Previous Add Equipment

Step 2 Equipment Type

Select the equipment type desired by the jurisdiction by clicking on the drop-down list of standardized equipment. Items included in the ODP Authorized Equipment List (AEL) and that may be purchased with ODP equipment grant funding are denoted by an asterisk.



Note

If the equipment you intended to select has not been included in the AEL, it can still be selected as desired equipment by the jurisdiction.

Equipment Type – Other Equipment

If the equipment type desired by the jurisdiction is not listed, you may select an “other equipment” category type located at the bottom of the SEL drop-down menu. Once selected, a drop-down menu will be displayed with all previously entered “other” equipment from your state. Review the menu for the equipment type desired. If the equipment is not located, type-in the specific equipment type by selecting “other.”



Note

The “other equipment” option may or may not be available to your jurisdiction depending upon whether or not it has been enabled by your SAA, who has the option to input a finite list of “other” equipment, turn off the “other” equipment option altogether, or leave it fully operational.

Step 3 Equipment Unit Cost

Once the SEL or AEL equipment type is selected, a unit cost range will be displayed with the equipment type. Using the cost range, estimate the unit cost for the selected equipment type.



Note

Equipment not listed on the SEL & AEL will have no cost ranges assigned. The jurisdiction should enter cost estimates for “other” equipment.

Step 4 Designate Discipline(s) that Need Equipment

Select the discipline(s) that need equipment.

Step 5 Total Equipment that Should be On-Hand

Using the equipment type selected, designate the amount of equipment each discipline should have on-hand. Place this number in the column titled “Total Number That Should Be On Hand,” adjacent to the discipline that will be receiving the equipment.

Step 6 Current Equipment On-Hand or On Order

Using the equipment type selected, designate the amount of equipment currently on-hand or on order. Place this number in the column titled “Current/On-Hand or On Order,” adjacent to the discipline addressed.

Once all required fields have been entered, click the “Add Equipment” button. This action will accept the data entered and display it for review. As additional equipment is selected, input, and submitted, it will also be displayed.

Follow these same steps until the equipment online entry has been completed.

As equipment is entered, it will be displayed along with all accumulated pieces of equipment entered online previously by the jurisdiction. No additional entry is required unless the jurisdiction uses the “delete or update” option. The resulting online screen will provide the following information:

Equipment Category

The equipment category (Operational Equipment, Personal Protection Equipment, Detection, Decontamination, CBRNE Search & Rescue Equipment, Interoperable Communications Equipment, Terrorism Incident Prevention Equipment, Explosive Device Mitigation and Remediation, WMD Technical Rescue, Physical Security Enhancement, CBRNE Logistical Support Equipment, Medical Supplies and Limited Types of Pharmaceuticals) selected by the jurisdiction working group.

Equipment Type

The specific type of equipment desired by the jurisdiction in order to properly equip emergency responders to respond to WMD terrorism incidents.

Quantity

Three important focus points for the jurisdiction are reported based on the data provided during the “Add Equipment” phase of the entry process. All reports are generated automatically. No additional entry is required unless you use the Update or Delete option. The focus points are:

- The specific quantity of equipment type desired by the jurisdiction
- The specific quantity of the same equipment type currently on-hand or on order
- The gap desired to be filled

Discipline

Three important focus points for the jurisdiction are generated automatically. The focus points are:

- The number of specific pieces of equipment needed by each discipline
- The number of same pieces of equipment currently on-hand or on order
- The gap desired to be filled for each discipline listed

Unit Cost

The previously reported unit cost of the specific equipment type.

Total Cost

Automatically calculates and displays the total cost of all specific equipment types selected to fill the desired needs for each discipline.

Action

Option to update or delete portions of the equipment entry previously submitted.

[Equipment](#) [Tech Assistance](#) [R & D Needs](#) [R & D Funding](#)

Needs Assessment - Equipment
Metropolis(2003):Jurisdiction Assessment

Equipment Category	Equipment Type	Quantity	Discipline	Unit Cost	Total Cost	Actions
PPE: Level A	Chemical Resistant Boots, Steel or Fiberglass Toe and Shank	Curr O/H: 20	(10) Fire Service (10) HazMat			Update Delete
		Total Req'd: 40	(20) Fire Service (20) HazMat			
		Total Gap: 20	(10) Fire Service (10) HazMat	\$75	\$1500	

[Add Equipment](#) [Continue](#)

TECHNICAL ASSISTANCE INPUT—EQUIPMENT



Note

The Technical Assistance Input section for Equipment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Technical Assistance – Equipment," on page 131.

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the jurisdiction in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the jurisdiction, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your jurisdiction, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Maintenance and Calibration of Specific Equipment.
- Use of Chemical Protective Clothing.
- Use of Equipment.
- Establish Standardized Equipment Lists.
- Identifying Interoperability Needs.

- Develop TEW Technology Requirements for enhanced data analysis, data fusion, and data and information sharing.
- Identify TEW Interoperable Communication Equipment and Software Requirements.
- Identify TEW Technology Requirements for Data Analysis, Data Fusion, and Data and Information Sharing
- Identify TWE Interoperable Communications Technology Requirements for Radio and Data Interoperability.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Equipment Tech Assistance R & D Needs R & D Funding

Technical Assistance Input - Equipment

Metropolis(2003).Jurisdiction Assessment

Is Technical Assistance required for this Solution Area? ☐ Yes ☒ No

Add Technical Assistance Request

Technical Assistance Type: (If Other, please specify)

Participating Disciplines:

- ☐ Law Enforcement
- ☐ Emergency Medical Services
- ☐ Emergency Management
- ☐ Fire Service
- ☐ HazMat
- ☐ Public Works
- ☐ Governmental Administrative
- ☐ Public Safety Communications
- ☐ Health Care
- ☐ Public Health

Frequency of Delivery:

Previous Save and Add Next

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the jurisdiction. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).



Note

The Research and Development section for Equipment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Research and Development," on page 133

The jurisdiction working group has now assessed desired and current equipment needs determined through planning factors, desired capabilities, and tasks by discipline desired to respond appropriately to a WMD terrorist incident. During the equipment assessment portion of the online process,

- Were you able to close equipment gaps discovered?
- Were equipment requirements satisfied through on-hand resources or found using the SEL?
- If not, did the jurisdiction working group determine that resources are unavailable due to technology shortfalls?

The above is designed to lead the jurisdiction to suggest R&D ideas to ODP in order to address these issues. ODP is a conduit for state and local agencies to the federal R&D community. Federal researchers need accurate information about user requirements if the technology they develop is going to be useful. To ensure existing R&D needs are addressed, jurisdictions are asked to respond to the survey at the end of this section to address technology shortfalls requiring research and development.

The jurisdiction should consider their list of potential targets developed during the Vulnerability Assessment. From the information collected, identify the capability your responders most urgently need. Do not identify deficiencies caused from the lack of currently available equipment, but rather shortfalls resulting from the lack of effective products or technology available. The following are examples of needed capabilities:

- The capability to quickly, and from a safe distance, detect explosives contained within vehicles prior to entering a tunnel.
- The capability to perform real-time detection, identification, and measurement of all biological agents.

Technology Needs Statement

Equipment Tech Assistance **R & D Needs** R & D Funding

Research & Development - Technology Needs Statement

Metropolis(2003):Jurisdiction Assessment

Technology Needs Statement

Comment on known capability shortfalls found during the equipment assessment process within your jurisdiction. Remember, R&D does not cover personnel shortfalls.

Previous Save Next

RESEARCH AND DEVELOPMENT FUNDING RECOMMENDATIONS

The following section deals with jurisdiction recommendations for funding allocations at the federal level to existing R&D currently under way.

Review these definitions for R&D selections before filling out the Research and Development Funding screen which follows. You will have an opportunity to itemize recommendations that are not covered by these definitions.

Personal Protective Equipment: Personal Protective Equipment (PPE) refers to respiratory apparatus, clothing, and other equipment designed to protect persons from chemical, biological, and physical hazards. PPE must protect users against military and civilian threat agents including those referenced by the National Fire Fighters Act chemical hazards list. This category does not include technologies such as bulletproof armor.

Personal Protection: Personal Protection includes technologies for physical protection of persons and vehicles such as bullet proof armor, vehicle armor, and personnel duress alarm systems. This category does not include technologies for PPE.

Decontamination: Decontamination includes the capabilities for mobile, easy to operate, decontamination systems and decontaminants for decontaminating victims and first responders of both biological and chemical agents.

Collective Protection: Collective Protection describes buildings, shelters, and filtration systems designed to protect against an attack that employs biological or chemical agents. Collective Protection factors include: special filtration to remove biological and chemical agent from the airflow, contamination protection including over-pressurization and sealing, safe rooms within buildings to protect personnel, and other emerging technologies.

Physical Security: Physical Security includes safeguards to identify and reduce vulnerabilities in physical assets, e.g., buildings, tunnels, terminals, stadiums, and places where large groups of persons congregate. This category includes technologies for surveillance, intrusion detection, specialized CNBRE detection for entrances and crowd protection.

Detection, Identification, and Measurement of Chemical Agents: Detection, Identification, and Measurement of Chemical Agents includes equipment and technologies for point and long-range detection of chemical agents including (but not limited to) nerve agents: GA, GB, GD, GF, and CX; vesicants: HD, H, and L, and CX; cyanide: AC and CK; pulmonary agent: GB; riot control agents: CS and CN; and industrial chemicals.

Detection and Measurement of Radiological Hazards: Detection and Measurement of Radiological Hazards includes technologies for point and long-range detection of radiological hazards.

Detection, Identification, and Measurement of Biological Agents: Detection, Identification, and Measurement of Biological Agents includes the capability for real-time detection with low false alarm rates, identification to the “strain,” and measurement. Biological Agents include (but are not limited to) Bacteria: Anthrax, Cholera, Plague, Tularemia, and Q Fever; Viruses: Smallpox, Venezuelan Equine Encephalitis, and Viral Hemorrhagic; and Biological Toxins: Botulinum, Staphylococcal Enterotoxin B, Ricin, and T-2 Mycotoxins.

Recognition and Characterization of Covert Biological Attacks: Recognition and Characterization of Covert Biological and Chemical Attacks includes technologies that will detect and alert emergency managers at the onset of a population contracting a disease. This includes detection of known agents as well as genetically engineered organisms.

Explosives Detection: Explosives Detection includes technologies for standoff detection, cargo screening, monitoring and detection in cargo containers, and explosive and hazardous liquid detection.

CBR Device Disablement and Disposal: The capability for Chemical, Biological, and Radiological Disablement and Disposal include appropriate defeat and disposal procedures based on the results of diagnostic procedures. This is complicated since CBR agents and materials may be containerized in plastic, metal, or a variety of other materials. First responder technicians need the capability to identify the presence of an agent, and be able to select the proper containment vessels for safe disposal.

Modeling, Simulation, and Information Management: Modeling, simulation, and information management (abbreviated as M&S) tools could provide valuable assistance to decision makers when preparing for, and planning the

response to a WMD incident. This includes models for threat and vulnerability assessments capable of displaying blast effects, agent transport (whether via air, water or food pathways), and human exposure in complex urban environments. Other M&S needs include interactive simulation-based training tools for first responders and emergency managers.

Tactical Operations Support: Tactical Operations Support included technologies for assisting managers and first responders to plan for and perform their duties in response to a WMD incident. Examples of these technologies are specialized PDAs and communications systems.

Improvised Device Defeat: Improvised Device Defeat includes technologies for electric fusing component detection, radio frequency (RF) electronic fusing component disruption, and portable diagnostics systems.

Search and Rescue: Search and Rescue includes technologies that will enhance present capabilities used to locate humans in collapsed buildings and similar hazard areas.

Medical Therapeutics and Vaccines: Medical Therapeutics and Vaccines includes the capability for medical professionals to have sufficient sets of therapeutic substances and devices (e.g., auto-injectors) that can be administered to the victims of a chemical or biological attack. This category includes the capability to quickly produce and distribute new vaccines and to invent vaccines for newly developed agents. The present civilian supply of therapeutics and vaccines must be increased to be able to meet unforeseen contingencies. Research is needed to determine the correct quantities of each therapeutic and vaccine for contingencies. Finally, the supply chain (storage and distribution) for contingency therapeutics and vaccines must be developed.

Psychological Effects: Psychological Effects includes the capability to determine from the survivors and first responders of a WMD incident those who are suffering normal reactions to abnormal experiences from those in need of long-term therapy. The long-term therapy group will also include persons suffering from organic neurological impairment as a result of a WMD incident.

Step 1 Apply percentages

Using the table below, review all R&D efforts and determine those your jurisdiction would fund before others by applying a percentage of effort to those selected. Your selections should add up to a total of 100%. It is not necessary to address all R&D efforts. Only those R&D efforts your jurisdiction deems worthy of funding need be selected.

EquipmentTech AssistanceR & D NeedsR & D Funding

Research & Development - Funding Recommendations

Metropolis(2003)Jurisdiction Assessment

Funding Recommendations

Personal Protective Equipment	<input type="text" value="0"/> %
Personal Protection	<input type="text" value="0"/> %
Decontamination	<input type="text" value="0"/> %
Collective Protection	<input type="text" value="0"/> %
Physical Security	<input type="text" value="0"/> %
Detection, Identification, and Measurement of Chemical Agents	<input type="text" value="0"/> %
Detection and Measurement of Radiological Hazards	<input type="text" value="0"/> %
Detection, Identification, and Measurement of Biological Agents	<input type="text" value="0"/> %
Recognition and Characterization of Covert Biological Attacks	<input type="text" value="0"/> %
Explosive Detection	<input type="text" value="0"/> %
CBR Device Disablement and Disposal	<input type="text" value="0"/> %
Modeling, Simulation, and Information Management Tools	<input type="text" value="0"/> %
Tactical Operations Support	<input type="text" value="0"/> %
Improvised Device Defeat	<input type="text" value="0"/> %
Search and Rescue	<input type="text" value="0"/> %
Medical Therapeutics and Vaccines	<input type="text" value="0"/> %
Psychological Effects	<input type="text" value="0"/> %
Other: <input type="text"/>	<input type="text" value="0"/> %
Total Percent Allocated	0%

Add Other Topic

Calculate

Save

Previous

Next

Step 2 Add Other Topic(s)

If the jurisdiction has other R&D efforts to address, post those R&D topics in the text boxes at the bottom of the table.

Step 3 Calculate Percentages

Upon clicking the “Calculate” button, the “Total Percent Allocated” amount is updated to reflect your entries. Finalize your entries so that they total 100% and click the “Next” button to move on to the next section.

NEEDS ASSESSMENT—TRAINING

The next step in the online entry process is the assessment of training for the jurisdiction. In this section, you will collect the training needs of the jurisdiction's emergency responders. Three specific assessment issues will be assessed in this section:

- Assessing those emergency personnel who are currently trained to appropriate levels in order to respond to a WMD terrorism incident, recognize the use of a possible WMD, and take appropriate action.
- Identifying those emergency personnel who need training at appropriate WMD training levels in order to increase capabilities to perform specific tasks required during a WMD terrorism incident.
- Designating those emergency personnel who need training, and the specific courses that are needed to increase their ability to respond to a WMD terrorism incident. Refer to the ODP WMD Training Program for assistance with courses offered by ODP.

In order to designate the status of training for all emergency responder disciplines in the jurisdiction, review the definitions of WMD training levels listed in the Training Level Definitions located in the next section. While there are some similarities to the standard HazMat training levels, these training levels are tailored for response to a WMD terrorism incident.

TRAINING LEVEL DEFINITIONS

Awareness Training Level: Addresses training needs for emergency responders who are likely to witness or discover an incident involving the terrorist/criminal use of WMD or who may be sent out to initially respond or support the response to the report of such an incident. Generally, all actions to be taken by these individuals should be conducted from within the cold zone. Should personnel find themselves in the warm or hot zones, they are to remove themselves and to encourage others, if ambulatory, to move to a staging area away from the immediate threat and attempt to minimize further contamination. The requisite competencies for this level of training are to recognize (*RECOGNITION*) a WMD terrorism incident and to notify (*NOTIFICATION*) appropriate authorities of the incident.

Performance Training Level: Addresses training needs for emergency responders who will be responding to or supporting the response to the scene of a potential WMD terrorism incident or hazardous materials incident for the purpose of protecting nearby persons, property, or the environment from the effects of the incident. These responders are to provide the personnel to conduct on-scene operations within at least the warm zone and/or hot zone (if properly trained and equipped) that has been set up on the scene of a potential WMD or hazardous materials incident in order to control and mitigate the incident. This performance

level is divided into two sub-levels with a separate set of training guidelines for each.

Performance—Defensive: (This training level replaces the former Operations WMD Training Level.) The emergency responders trained to this sub-level will be fully capable of working in the warm and cold zones and support those responders working in the hot zone. They are trained to respond in a defensive fashion without actually trying to mitigate the effects of the incident. Their function is to contain the incident from a safe distance, keep effects from spreading, and prevent exposures.

Performance—Offensive: (This training level replaces the former Technician WMD Training Level.) The emergency responders trained to this sub-level will be fully capable of working in the hot zone, and at times in the other zones at the incident scene, as required. WMD emergency responders at this level are individuals who respond to WMD incidents and potential WMD incidents for the purpose of mitigating the effects of the incident or treating victims. They assume a more aggressive role than emergency responders at Performance—Defensive, in that they will approach the point of release in order to mitigate the incident and treat affected victims.

Planning/Management Training Level: (This training level replaces the former Incident Command WMD Training Level.) Addresses training needs for emergency responders who are expected to be part of the incident management team, or support for the response to a potential WMD terrorism incident or hazardous materials incident (*PLANNING/MANAGEMENT*). These response managers/leaders will be involved at a minimum in the planning for, mitigation against, managing of, and recovery from scene operations and support functions. They are expected to manage the resources brought to the incident and to assist the incident commander in bringing the incident to a successful termination. Generally, all of the actions to be taken by these emergency responder manager/supervisors should be conducted from within the cold zone. As access is required, there may be times these duties and functions are accomplished within the warm zone.

ODP Guidance Documents and References

ODP has developed guidance material to assist the jurisdiction with training needs:

- ODP Training Strategy Emergency Response Guidelines <http://www.ojd.usdoj.gov/odp>
- ODP Course Catalog <http://www.ojd.usdoj.gov/odp>

STATUS OF TRAINING



Note

This section of the Needs Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Needs Assessment – Training," on page 135.

Once the jurisdiction working group has reviewed the WMD training level definitions, you should use those definitions to assess all emergency responder disciplines (Law Enforcement—LE, Emergency Medical Services—EMS, Emergency Management Agency—EMA, Fire Services—FS, HazMat—HZ, Public Works—PW, Governmental Administrative—GA, Public Safety Communications—PSC, Healthcare—HC, and Public Health—PH) located within the jurisdiction in order to report the status of training for each emergency responder group at all WMD training levels (Awareness, Performance, and Planning/Management).

Before beginning this section, perform the following tasks to collect the necessary data to input the status of training for emergency responders:

- Assess the training needs for each discipline addressing the three WMD training levels (Awareness, Performance, and Planning/Management)
- For each WMD training level there will be three assessment inquiries:
 - The number of personnel within each discipline that desires to be WMD trained.
 - The number of personnel who are currently WMD trained.
 - Number of personnel who are not WMD trained to the desired level.

In order for automatic calculations to be reported, you must provide the following entries for each WMD training level:

Step 1 Number of Personnel Who Should Be WMD Trained

Using the total number of response personnel for each emergency response discipline, enter the number of personnel that should be trained to the particular WMD training level.

StatusLocationsTech Assistance

Needs Assessment - Training

Metropolis(2003);Jurisdiction Assessment

	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH	Total
Total Number Personnel	65	120	30	45	10	15	25	40	50	15	415

Awareness

	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH	Total
Number Should be WMD Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number WMD Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number <u>Not</u> Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Performance - Offensive

	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH	Total
Number Should be WMD Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number WMD Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number <u>Not</u> Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Performance - Defensive

	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH	Total
Number Should be WMD Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number WMD Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number <u>Not</u> Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Planning/Management

	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH	Total
Number Should be WMD Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number WMD Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number <u>Not</u> Trained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

PreviousSaveNext

Step 2 Number of Discipline Within Jurisdiction Who are Currently WMD Trained

Enter the total number of personnel within the jurisdiction who are currently trained at the WMD training level.

Step 3 Number of Discipline in Jurisdiction Who are Not WMD Trained

The final step automatically displays the resulting number of emergency responders who are not WMD trained to the desired level.

Estimated Backfill Costs by Discipline

While no assessment of cost for training jurisdiction disciplines is required for the assessment process, ODP has provided estimated backfill costs for each discipline and in some cases sub-disciplines for your review. This resource may assist the jurisdiction with budgetary concerns associated with estimating training costs required to increase current capabilities for emergency responders.

Estimated Backfill Costs by Discipline	
First Responder Discipline	Estimated Hourly Overtime
Law Enforcement (LE)	\$30.00– 52.50
Emergency Medical Services (EMS)	\$22.50– 45.00
Emergency Management Agency (EMA)	\$30.00– 72.00
Fire Service (FS)	\$22.50– 37.50
HazMat (HZ)	\$30.00– 45.00
Public Works (PW)	\$22.50– 52.50
Governmental Administrative (GA)	N/A
Public Safety Communication (PSC)	\$15.00– 21.00
Health Care (HC):	
Doctors	\$108.00 –216.00
Nurses and Techs	\$22.50– 45.00
Support Staff	\$15.00– 21.00
Public Health (PH):	
High Technical/Specialized	\$37.50– 60.00
General	\$27.00– 37.50

EMERGENCY RESPONSE TRAINING LOCATIONS OR VENUES



Note

Before beginning the following section, you must complete the worksheet located in the Reference Handbook, Appendix A, "Emergency Response Training Locations and Venues," on page 137.

The next step in the data entry process is to record those jurisdictional locations or venues (i.e., service academies, community college, others) where WMD training for emergency responders currently is conducted.

In this section, the jurisdiction working group should perform the following tasks:

- Enter the specific name for each training location or venue within the jurisdiction.

- Indicate those disciplines that can receive training from these locations or venues.
- List only those facilities that the jurisdiction uses as training locations or venues. State training locations should not be listed.
- Click the “Add More” button to list additional locations or venues.
- Click “Save and Continue” to complete this section and begin the next section.

[Status](#)
[Locations](#)
[Tech Assistance](#)

Training - Locations or Venues (Optional)

Metropolis(2003):Jurisdiction Assessment

Location or Venue Name	Disciplines Trained									
	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TECHNICAL ASSISTANCE INPUT—TRAINING



Note

Technical Assistance Input section for Training may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Technical Assistance – Training," on page 138.

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the jurisdiction in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the jurisdiction, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your jurisdiction, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Determining Training Needs.
- Evaluate Locally Developed WMD Training Courses.
- Identify Training Resources.

- Determine Training Costs.
- Identify Specialized Training Requirements for TEW Group.
- Identify or Develop TEW Training Protocols.
- Develop TEW Data Analysis and Fusion Cell Training Capability.
- Develop TEW Information Training Capability.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Technical Assistance Input - Training

Metropolis(2003).Jurisdiction Assessment

Is Technical Assistance required for this Solution Area? ☐ Yes ☒ No

Add Technical Assistance Request

Technical Assistance Type: (If Other, please specify)

Participating Disciplines:

- ☐ Law Enforcement
- ☐ Emergency Medical Services
- ☐ Emergency Management
- ☐ Fire Service
- ☐ HazMat
- ☐ Public Works
- ☐ Governmental Administrative
- ☐ Public Safety Communications
- ☐ Health Care
- ☐ Public Health

Frequency of Delivery:

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines need the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the jurisdiction. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

NEEDS ASSESSMENT—EXERCISES

During this portion of the online entry process, the jurisdiction will review work completed thus far to prepare for both required WMD exercises needed by the jurisdiction to address likely scenarios within their community and those exercises already projected to take place.

Before the jurisdiction designates required exercises, they should review the ODP Exercise Definitions (the Reference Handbook, Appendix B, "Office for Domestic Preparedness Exercise Definitions," on page 72). To do so, click on the hyperlink. Completed work that will assist the jurisdiction in establishing required exercises are:

- Planning factors established earlier, which designated a numerical focus of affected civilian/responders.
- Jurisdiction scenarios defining specific CBRNE materials that were likely to be used during an attack.
- Specific Tasks By Discipline established for each emergency responder.

By using these previously established tools, the jurisdiction will be able to determine the following online input for required exercises.

REQUIRED CAPABILITIES—ADD EXERCISES



Note

This section of the Needs Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Needs Assessment – Required Exercises," on page 140.

“Required Exercises” are the number and type of exercises necessary to adequately exercise their local plans. These exercises may or may not be required by state or local guidelines.

Using the online screen for “Add Required Exercises,” perform the following tasks:

- Determine type of exercise required by the jurisdiction and planning guidelines.
- Identify the CBRNE materials employed in the exercise scenario.
- Indicate the number of responder participants who will take part in this exercise.



Note

Exercise “participants” include planners, controllers, simulators, observers, and players. “Players” are defined as “those individuals who act in the role they would in the event of a real incident.”

- Estimate total cost of the exercise.
- Indicate the frequency of jurisdiction exercises.
- Determine disciplines that will participate in the exercise.
- Identify and include any other disciplines using the “Other” category that are not listed but will participate.
- Identify the scope of participation.

To begin the entry process for required exercises, perform the following steps:

Step 1 Type of Exercise

Select the type of exercise required by the jurisdiction using the jurisdictions planning factors and CBRNE scenarios.

Required
Planned
Tech Assistance

Needs Assessment - Required Exercise

Metropolis(2003):Jurisdiction Assessment

Type of Exercise

Hazard

Number of Participants

Total Estimated Cost

Exercise Frequency

Participating Disciplines

<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Emergency Medical Services
<input type="checkbox"/> Emergency Management	<input type="checkbox"/> Fire Service
<input type="checkbox"/> HazMat	<input type="checkbox"/> Public Works
<input type="checkbox"/> Governmental Administrative	<input type="checkbox"/> Public Safety Communications
<input type="checkbox"/> Health Care	<input type="checkbox"/> Public Health

Other:

Scope of Participation

If this exercise's scope is "mutual aid", "regional", or "state", please select the jurisdictions that will participate in the exercise.

Scope of Participation

Participating Jurisdictions

Step 2 Hazard (Chemical, Biological, Radiological, Nuclear, Explosive)

Identify the CBRNE materials to be employed in the exercise scenario.

Step 3 Number of Participants

Indicate the number of responder participants who will take part in this exercise.

Step 4 Total Estimated Cost

Estimate total cost of the exercise.

Step 5 Exercise Frequency

Indicate the frequency of jurisdiction exercises.

Step 6 Participating Disciplines

Determine discipline that will participate in the exercise.

Step 7 Additional Participating Disciplines

Identify and include any other disciplines using the “Other” category that are not listed but will participate.

Step 8 Scope of Participation

Identify the scope of participation for the jurisdiction. Use the drop-down menu to select local, mutual aid, regional, or state participation. If the exercise scope will incorporate additional jurisdictions, list them as well.

Once the required exercise has been entered, click the “Add More” button to proceed to the next screen, which will display the required exercise for review. Click on the “Update” or “Delete” hyperlink located under “Action” in order to revise or delete the exercise.

Type of Exercises	Hazard	Number of Participants	Cost	Frequency	Participating Disciplines	Other Disciplines	Action
Seminar	Chemical	25	50000	Annually	HZ EMA LE FS	• Forest Service	Update Delete
Tabletop	Nuclear	25	15000	Biannually	HZ		Update Delete

Estimated Backfill Costs by Discipline

While no assessment of cost for training jurisdiction disciplines is required for the assessment process, ODP has provided estimated backfill costs for each discipline and in some cases sub-disciplines for your review. This resource may assist the

jurisdiction with budgetary concerns associated with estimating training costs required to increase current capabilities for emergency responders.

Estimated Backfill Costs by Discipline	
First Responder Discipline	Estimated Hourly Overtime
Law Enforcement (LE)	\$30.00– 52.50
Emergency Medical Services (EMS)	\$22.50– 45.00
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Fire Service (FS)	\$22.50– 37.50
HazMat (HZ)	\$30.00– 45.00
Public Works (PW)	\$22.50– 52.50
Governmental Administrative (GA)	N/A
Public Safety Communication (PSC)	\$15.00– 21.00
Health Care (HC): Doctors	\$108.00 –216.00
Nurses and Techs	\$22.50– 45.00
Support Staff	\$15.00– 21.00
Public Health (PH): High Technical/Specialized	\$37.50– 60.00
General	\$27.00– 37.50

Once the jurisdiction working group has completed the review of costing factors associated with the exercise solution area, proceed to the next portion of this section.

CURRENT CAPABILITIES—PLANNED EXERCISES



Note

This section of the Needs Assessment may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Current Capabilities – Planned Exercises," on page 142.

You have now completed the required exercise portion of the online process. The next step is to input currently planned exercises. As a rule, planned exercises are those that the jurisdiction has approved and funded for execution. The working group will perform the same tasks previously conducted during the entry of required exercises; however there will be no priority requirement during the input of planned exercises.

- Document the type of planned exercise.

- Identify the CBRNE material to be used during the planned exercise scenario.
- Indicate the number of participants who will take part in the planned exercise.

**Note**

Exercise “participants” include planners, controllers, simulators, observers, and players. “Players” are defined as “those individuals who act in the role they would in the event of a real incident.”

- Estimate a total cost for the planned exercise.
- Indicate the frequency of jurisdiction exercises.
- Set a target date for the planned exercise.
- Determine disciplines that will participate in the planned exercise.
- Identify and include any other disciplines using the “Other” category that are not listed but will participate.
- Identify the scope of participation.

In order to start the input process for currently planned exercises, perform the following steps:

Step 1 Planned Exercise

Indicate whether or not you have any planned exercises by selecting “Yes” or “No,” then click “Next.”

Required Planned Tech Assistance

Needs Assessment - Planned Exercise

Metropolis(2003):Jurisdiction Assessment

Do you have any exercises planned? ☐ Yes ☐ No

Next

Step 2 Planned Exercise Date

Set a target date for the planned exercise.

Needs Assessment - Planned Exercise

Metropolis(2003);Jurisdiction Assessment

Planned Date Format MM/DD/YYYY

Type of Exercise

Hazard

Number of Participants

Total Estimated Cost

Exercise Frequency

Participating Disciplines

☐ Law Enforcement ☐ Emergency Medical Services

☐ Emergency Management ☐ Fire Service

☐ HazMat ☐ Public Works

☐ Governmental Administrative ☐ Public Safety Communications

☐ Health Care ☐ Public Health

Other:

Scope of Participation

If this exercise's scope is "mutual aid", "regional", or "state", please select the jurisdictions that will participate in the exercise.

Scope of Participation

Participating Jurisdictions

Step 3 Type of Exercise

Select the type of exercise using the drop-down menu.

Step 4 Hazard (Chemical, Biological, Radiological, Nuclear, Explosive)

Identify the CBRNE material to be used during the planned exercise scenario.

Step 5 Number of Participants

Indicate the number of participants who will take part in the planned exercise.

Step 6 Total Estimated Cost

Indicate the number of participants who will take part in the planned exercise.

Step 7 Exercise Frequency

Indicate the frequency of jurisdiction exercises.

Step 8 Participating Disciplines

Determine discipline that will participate in the planned exercise.

Step 9 Additional Participating Disciplines

Identify and include any other disciplines using the “Other” category that are not listed but will participate.

Step 10 Scope of Participation

Determine the scope of participation for the jurisdiction. Use the drop-down menu to select local, mutual aid, regional, or state participation. If the exercise scope will incorporate additional jurisdictions, list those jurisdictions that will participate.

Required Planned Tech Assistance

Planned Exercise - Participating Jurisdictions

Metropolis(2003);Jurisdiction Assessment

Pre-Defined Jurisdictions

There are no pre-defined jurisdictions available yet.

New Jurisdictions

Add additional jurisdictions that will participating in this exercise.

The planned exercise will be displayed for review. Click on the “Update” or “Delete” hyperlink located under “Action” in order to revise or delete the exercise.

RequiredPlannedTech Assistance

Needs Assessment - Planned Exercises

Metropolis(2003)Jurisdiction Assessment

Type of Exercises	Hazard	Number of Participants	Cost	Frequency	Participating Disciplines	Other Disciplines	Action
Tabletop	Chemical	50	57000	Annually	EMS GA PW FS EMA HC LE		Update Delete

Previous

Add Exercise

Save

Next

TECHNICAL ASSISTANCE INPUT—EXERCISES



Note

The Technical Assistance Input section for Exercises may be completed off-line by the jurisdiction working group using the worksheets and reference materials located in the Reference Handbook, Appendix A, "Technical Assistance – Exercises," on page 144

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the jurisdiction in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the jurisdiction, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your jurisdiction, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Exercise Program Design and Development.
- Exercise Planning.
- Exercise Evaluation.
- Identify TEW Exercise Requirements.
- Develop TEW Capability.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA. If other disciplines require TA, enter them using the “Other” category as described in the comments section.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the jurisdiction. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

During the completion of the assessment process for each solution area, the jurisdiction was asked to select desired TA. The input process for selected assistance is reported here in the Technical Assistance section as an output for jurisdiction review.

ODP administers a State and Local Domestic Preparedness Technical Assistance Program. TA is direct assistance to state and local jurisdictions to improve capabilities for program development, planning, and operational performance related to response to WMD terrorism incidents. It is jurisdiction-specific problem solving (scanning, analyzing, communications, partners, responding, assessing) performed in conjunction with the jurisdiction's representatives. The State and Local Domestic Preparedness Technical Assistance Program <http://www.ojp.usdoj.gov/odp/ta/tech.htm> provides TA in three areas:

General Technical Assistance:

General TA offers general overall assistance to state and local jurisdictions for WMD terrorist incidents response preparedness. The following are some examples of this TA:

- Develop/Update response plans.
- Develop/Update response protocols.
- Develop WMD/Terrorism incident annex template.
- Develop/Update Emergency Operations Plan.
- Facilitation of working groups.
- Chemical Protective Clothing Team Assistance.
- Maintenance and Calibration for Specific Equipment.
- Use of Equipment.
- Domestic Preparedness Equipment Technical Assistance Program.
- Review of State statutes and emergency authorities.
- Planning and implementation of Crisis Management Center.
- Critical Incident Protocol: Public and Private Partnership.
- Other TA as requested (specified by jurisdiction/state).

State Strategy Technical Assistance:

Provides assistance to states in meeting the needs assessment and comprehensive planning requirements under ODP State Domestic Preparedness Equipment Support Program. Specifically, this TA will assist jurisdictions in:

- Using the assessment tools for completion of the required needs and threat assessments.
- Developing the SHSS.
- Developing state goals and objectives.

Information Management Technical Assistance

Provides assistance to state and local jurisdictions in accessing information and resources on domestic preparedness, WMD, and counter terrorism issues through a variety of mechanisms.

State and Local Domestic Preparedness Support HELPLINE (1-800-368-6498): The Helpline is a non-emergency, toll-free, 1-800 number resource available for use by state and local emergency responders across the United States. The Helpline provides general information on all of the ODP' programs and information on the characteristics and control of WMD materials, defensive equipment, mitigation techniques, and available federal assets. The helpline is also accessible via e-mail at askcsd@ojp.usdoj.gov.

Domestic Preparedness Support Information Clearinghouse: A virtual library of information and resources on domestic preparedness, counter terrorism, and WMD issues available to state and local jurisdictions. Its goal is to enhance the capacity and preparedness of state and local jurisdictions to respond to WMD domestic terrorism incidents through the use of a search and retrieval system which includes a variety of abstracts, publications, videos, articles, templates, models, samples, and links to other sites. Resources can be viewed online, downloaded, linked, or ordered through the National Criminal Justice Reference Service (NCJRS) Clearinghouse www.ncjrs.org.

Target Listservs: Provides electronic dissemination of information on WMD, domestic preparedness, and counter terrorism issues. The listserves have been developed and are currently maintained by ODP. To subscribe to the Domestic Preparedness Support Listserv please send a message to listproc@lists.aspen-sys.com. Write "Subscribe ODPS Firstname Lastname" in the body of the message. Also include agency name, street address, state and zip code.

ODP Resource Newsletter

Satellite Video Broadcasts

WMD Training Videos

Equipment Technical Assistance: Training on the use and maintenance of specialized WMD response equipment is offered under ODP Domestic Preparedness Equipment Support Program. Provided by mobile training teams, this assistance will be delivered on site to eligible jurisdictions. This TA will provide:

- Training on the use, sustainment, and maintenance of specialized equipment.
- Training to technicians on maintenance and calibration of test equipment.
- Maintenance and/or calibration of equipment.
- Assistance in refurbishing used or damaged equipment.

The overarching goal of the State and Local Domestic Preparedness Technical Assistance Program is to provide specialized assistance to state and local governments to enhance their capacity to prepare for and respond to threats or acts of terrorism involving WMD. A primary objective is to enhance the ability of state and local governments to develop, plan, and implement an effective statewide strategy for WMD preparedness.

TECHNICAL ASSISTANCE—REPORT BY SOLUTION AREA

TA selected by the jurisdiction and input within each solution area has been rolled up at the jurisdiction level for review as an output by the working group. The report will include the following:

- Solution area where the TA is needed.
- TA requested or a description of “other” assistance desired.
- Disciplines projected to receive the selected TA.
- Frequency of delivery projected for the selected TA.

TA selected by the jurisdiction in each solution area is displayed here for jurisdiction review. A description of each segment of the report is provided.

Solution Area Technical Assistance

This portion of the report displays the solution area where the selected TA is needed within the jurisdiction.

Technical Assistance Type

Displays the type of TA Selected by the jurisdiction. If “other” TA has been input, a description of the assistance needed will be included.

Frequency of Technical Assistance Delivery

Displays the number of deliveries desired by the jurisdiction using pre-designed frequency titles.

Participating Disciplines

Displays projected disciplines that will participate during the delivery of TA.

If the jurisdiction desires to update or delete the reported TA selection, this option is available by clicking on the “Update/Delete” command. This action will allow the jurisdiction to revise the TA currently requested or delete the entire TA selection for this solution area.

SECTION

5

RECOMMENDATIONS

**Note**

Recommendations section may be completed off-line by the jurisdiction working group using the worksheets and reference material located in the Reference Handbook, Appendix A, "Recommendations," on page 146.

This is the last section of the online entry tool. The working group is asked to submit recommendations to both the State and ODP regarding improvements in the assessment process. Input from the jurisdiction regarding cooperative activities that should be implemented, enhanced, or changed to assist the domestic preparedness efforts in the jurisdiction would be helpful. Specific recommendations and suggestions should include those that will assist ODP with its planning, organization, equipment, training, exercise, and TA programs.

State Recommendations**Note**

Record recommendations with supporting justification below. Your recommendation should be less than 4000 characters.

Recommendations

Recommendations

Metropolis(2003).Jurisdiction Assessment

State Recommendations

Record recommendations with supporting justification below. Your recommendation should be less than 4000 characters.

Previous

Save

Next

GLOSSARY

A

AAR

After Action Report or After Action Review (Exercises)

Actual Occurrence

An “actual occurrence” is defined as any natural, technological, national security or terrorism incident that has happened in your jurisdiction for which a coordinated emergency response or recovery operation was required. This includes both large-scale incidents that have resulted in a presidential declaration of an emergency or major disaster and those occurrences of a lesser magnitude, which require significant state and/or local response and recovery activities.

Alpha radiation

One of the three main types of radiation (alpha, beta, and gamma) emitted from radioactive materials. Alpha particles are the heaviest and most highly charged of these type particles. However, they cannot travel more than a few inches in air and are completely stopped by a piece of paper. A human’s outermost layer of dead skin can stop even the most energetic alpha particle; however, if ingested through eating, drinking, or breathing, particles can become an internal hazard.

APHL

Agency for Public Health Laboratories

ARC

American Red Cross. A quasi-governmental organization that’s purpose is to provide relief of suffering and welfare activities during war and disaster. The ARC operates under a congressional charter and is financially supported by public donations. Internationally, it operates in accordance with the Treaty of Geneva. It is the national organization with Primary Agency responsibility in the Federal Response Plan (FRP) for Emergency Support Function 6 (ESF6)—Mass Care.

Assessment

The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

ASTHO

Association for State and Territorial Health Officials

Atropine

An anti-cholinergic used as an antidote for nerve agent poisoning to blocks the effects of the neurotransmitter or chemical causing the over-stimulation.

ATSDR

Agency for Toxic Substances and Disease Registry

Awareness Training Level

Addresses training requirements for emergency responders who are likely to witness or discover an incident involving the terrorist/criminal use of weapons of mass destruction (WMD) or who may be sent out to initially respond or support the response to the report of such an incident. Generally, all actions to be taken by these individuals should be conducted from within the cold zone. Should personnel find themselves in the warm or hot zones, they are to remove themselves and to encourage others, if ambulatory, to move to a staging area away from the immediate threat and attempt to minimize further contamination. The requisite competencies for this level of training are to recognize (*RECOGNITION*) a WMD terrorism incident and to notify (*NOTIFICATION*) appropriate authorities of the incident.

B

BATF

Bureau of Alcohol, Tobacco and Firearms. A law enforcement agency within the U.S. Department of the Treasury whose responsibilities include enforcing federal laws and regulations regarding explosives and arson.

Beta radiation

One of the three main types of radiation (alpha, beta, and gamma) emitted from radioactive materials. Beta particles are smaller and travel much faster than alpha particles. They can travel several millimeters through skin tissue but generally do not penetrate far enough to reach vital organs. Exposure to beta particles from outside the body is not normally considered a serious hazard. However, skin burns may result if the skin is exposed to large amounts of beta radiation for long periods of time. If removed from the skin shortly after exposure, beta-emitting materials will not cause serious burns. Like alpha particles, they are considered to be an internal hazard if ingested by eating, drinking, or breathing. Beta contaminants can also enter the body through unprotected open wounds.

Blister agent

A chemical agent (also called a vesicant) that causes severe blistering and burns to the eyes, skin, and tissues of the respiratory tract. Exposure is through liquid or vapor contact. Also referred to as mustard agents.

Blood agent

A chemical agent that interferes with the ability of the blood to transport oxygen and causes asphyxiation. These agents cause human injury by interfering with cell respiration (the exchange of oxygen and carbon dioxide between blood and tissues).

C

Catastrophic Disaster Response Group (CDRG)

Representatives from the federal departments and agencies that have Federal Response Plan (FRP) support responsibilities. The group's primary role is that of a centralized liaison and coordination group available at the call of the chairperson. Based in Washington, D.C., Its members have timely access to the appropriate policy makers in their respective federal departments and agencies to facilitate decisions on problems and policy issues. The CDRG oversees the national-level response support effort and coordinates the efforts of the Emergency Support Functions (ESF) primary and support agencies in supporting federal regional requirements. The CDRG brings to bear all federal authorities, resources, capabilities and expertise that can contribute to an enhanced federal response capability.

CBIRF

Chemical and Biological Incident Response Force. A U.S. Marine Corps organization located at Camp Lejeune, North Carolina. CBIRF is tailored for short notice deployment (within four hours of notification for the advance elements). It maintains a 24-hour on-call status. CBIRF capabilities include chemical and biological hazard detection and identification, casualty extraction, personnel decontamination, and medical triage, treatment and stabilization.

CBRNE

Common acronym pertaining to the five major categories of terrorism incidents: chemical, biological, radiological, nuclear, and explosive weapons or materials.

CDC

Centers for Disease Control and Prevention

Choking agent

A chemical agent that causes physical injury to the lungs. In extreme cases, membranes swell and lungs fill with liquid, which can result in asphyxiation. Death is caused by a lack of oxygen. Also referred to as pulmonary agents.

CIRG	Critical Incident Response Group. A field element of the FBI, located at the FBI Academy in Quantico, Virginia, designed to provide a rapid federal response and assistance capability to WMD/terrorism incidents in which the FBI has jurisdiction. Its Crisis Management Unit consists of diverse elements that provide tactical and technical operational capabilities in hostage negotiations, criminal investigations, crime scene analysis, intelligence, special weapons and tactics, and so on.
CISM	Critical Incident Stress Management. A formal program designed to reduce the psychological impact of the incident and educate the emergency responders and the public about stress and ways to deal with it by alleviating adverse reactions to a catastrophic incident such as a WMD/terrorism mass casualty incident. The program's professional counseling services focus on the emergency responders during the response phase of the incident (defusing sessions) and the emergency responders and incident victims through support groups and outreach seminars that assist in handling grief and stress.
Cold Zone	A hazardous material response term referring to the clean (uncontaminated) area outside the inner perimeter where the command post and necessary support functions are located; special protective clothing is not required in this area. Also referred to as the clean zone, green zone, or support zone.
Command Post Exercise	A functional exercise is designed to focus on testing and evaluating the centralized operations capability and response of various units of government, volunteer sector and private industry in a simulated real-time environment. This level of exercise involves Emergency Operations Center (EOC) personnel and a group of facilitators who represent the incident and response capabilities of the jurisdiction. The functional exercise should include, at a minimum, direction and control and three additional emergency management functions from the list.
ConPlan	An acronym used by the FBI to denote the U.S. Government Interagency Domestic Terrorism Concept of Operations Plan. The ConPlan is an unclassified multi-agency document.

Consequence Management

A term defined in both PDD-39 and the Terrorism Incident Annex to the Federal Response Plan (FRP). It refers to measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of a WMD/terrorism incident. State and local governments exercise primary authority to respond to the consequences of a WMD/terrorism incident; the federal government provides assistance and support as required. Consequence management is a multifunctional response coordinated by emergency management. The FEMA has been assigned responsibility as the Lead Federal Agency (LFA) for consequence management.

Crisis Management

A term defined in both PDD-39 and the Terrorism Incident Annex to the Federal Response Plan (FRP). It refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The federal government exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrator(s); state and local jurisdictions provide assistance as required. Crisis management is predominantly a law enforcement response activity. The Department of Justice (DOJ) has been assigned responsibility as the Lead Federal Agency (LFA) for crisis management; the DOJ has assigned lead responsibility for operational response to the FBI.

CST

Civil Support Team. A U.S. Army term for an Army National Guard detachment with the mission of providing WMD assistance and support to, and at the request of, local responders. Their capabilities include detection, sample collection, and reconnaissance of nuclear radiation and chemical biological agents. Currently, there are 10 CSTs (WMD) stationed across the nation. One CST (WMD) is located in each FEMA region. Congress has authorized the activation of an additional 22 CSTs.

CSTE

Council of State and Territorial Epidemiologists

CT

Counter-Terrorism

D

Decontamination Teams

Decontamination teams consist of individuals with responsibility for initiating and conducting decontamination operations necessary to maintain the health of contaminated individuals as well as the safety of non-contaminated individuals and physical facilities.

DEST

Domestic Emergency Support Team. A federal interagency team of analysts and advisors from the FBI, FEMA, DOD, DOE, PHS, and EPA that is rapidly deployed (assembled and ready for transport within four hours) to WMD/terrorism incidents. It is designed to be mission-tailored specific to the type of incident and provides advice and guidance to the FBI on scene commander. Its rapid deployment allows it to be the nucleus around which interagency representation in the FBI-led Joint Operations Center (JOC) may be formed. The DEST Team Leader is appointed by the Director, FBI. The team can be task organized to deploy any combination of the capabilities including: crisis management, hostage negotiators, information management (Rapid Start), hostage rescue, and hazardous materials (chemical, biological, and nuclear). NOTE: Effective March 1, 2003, under the Department of Homeland Security plan, the DEST transfers from the Department of Justice to the Department of Homeland Security.

DFO

Disaster Field Office. The temporary office established in or near the disaster/incident area from which the Federal Coordinating Officer (FCO), his/her staff, the Emergency Response Team (ERT), and the State Coordinating Officer (SCO), his/her staff, and the regional response organizations coordinate response and recovery activities.

DHHS

Department of Health and Human Services.

DMAT

Disaster Medical Assistance Team. A group of professional and paraprofessional medical personnel, supported by a logistical and administrative staff, designed to provide emergency medical care during WMD incidents. They are designed to be a rapid response element to supplement local medical care until other federal or contract assets can be mobilized and deployed or the incident is resolved. Each team has a sponsoring organization such as a major medical center, public health or safety agency, non-profit, public or private organization that enters into a Memorandum of Understanding (MOU) with the DHHS Public Health Service (PHS). The DMAT sponsor organizes the team, recruits members, and coordinates training and the deployment of the team. They are primarily a community resource available to support local and state requirements; however, as a national asset they can be federalized to provide interstate assistance. DMAT deploys to disaster sites with sufficient supplies and equipment to sustain themselves for 72 hours while providing medical care at a fixed or temporary medical care site.

DMORT	Disaster Mortuary Operational Response Team. DMORTs are directed by the National Disaster Medical System (NDMS) and are organized around the ten FEMA Regions. They are a group of private citizens, each certified and licensed in their particular field of expertise, who are activated in the event of an emergency incident. When activated, they work under the guidance of local authorities. DMORTs provide technical assistance and personnel to recover, identify, and process deceased remains. The teams are composed of funeral directors, medical examiners, coroners, pathologists, forensic experts, fingerprint specialists, forensic odontologists, dental assistants, and X-ray technicians. The NDMS, in support of the DMORT program, maintains a Disaster Portable Morgue Unit (DPMU) in Gaithersburg, Maryland.
DOD	Department of Defense. The Primary Agency responsible for Emergency Support Function 3 (ESF3)--Public Works and Engineering in the Federal Response Plan (FRP).
DOE	Department of Energy. The Primary Agency responsible for Emergency Support Function 12 (ESF12)--Energy in the Federal Response Plan (FRP).
DOJ	Department of Justice
Domestic Terrorism	Involves groups or individuals who are based and operate widely within the United States and are directed at elements of our government or population without foreign direction.
DOT	Department of Transportation. The Primary Agency responsible for Emergency Support Function 1 (ESF1)--Transportation in the Federal Response Plan (FRP).
DT	Domestic Terrorism

E

EFR	Emergency First Responder
EMA	Emergency Medical Agency
EMAC	Emergency Medical Assistance Compact
Emergency	A term used by FEMA and defined in the Stafford Act as “any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

Emergency Operations Plan (EOP)

A planning document that 1) assigns responsibility to organizations and individuals for implementing specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; 2) sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; 3) identifies personnel, equipment, facilities, supplies, and other resources available for use during response and recovery operations; and 4) identifies steps to address mitigation issues during response and recovery activities

Emergency Responder

Local police, emergency medical services, emergency management services, fire service, hazardous material services, public works, governmental administrative personnel, public safety communication, healthcare personnel, and public health agencies who during and incident take action to save lives, protect property, and meet basic human needs.

Emergency Support Functions (ESF)

The Federal Response Plan (FRP) details 12 ESFs to coordinate operations during federal involvement in a disaster/incident: transportation, communications, public works and engineering, fire fighting, information and planning, mass care, resource support health and medical services, urban search and rescue, hazardous materials, food, and energy. An ESF is a functional area of response activity established to facilitate coordinated federal delivery of assistance required during the immediate response phase after a major disaster to save lives, protect property and public health, and maintain public safety. ESFs represent those types of federal assistance which the state likely will need most because of the overwhelming impact of a disaster on state resources.

EMS

Emergency Medical Services

EOC

Emergency Operations Center; the protected site from which civil government officials (city/county and state) exercise direction and control prior to and during an emergency incident.

EPA

Environmental Protection Agency. The Primary Agency responsible Emergency Support Function 10 (ESF10)--Hazardous Materials in the Federal Response Plan (FRP).

ERT

Emergency Response Team. The FEMA group, composed of a headquarters element and a regional element that is deployed by the Director, FEMA to the scene of a disaster/incident to coordinate the overall federal response.

F

FBI

Federal Bureau of Investigation

FCO

Federal Coordinating Officer. The senior federal official appointed by the President in accordance with the provisions of the Stafford Act. The FCO represents the President for the purpose of coordinating the administration of federal relief activities in the designated area. Additionally, the FCO is delegated and performs those responsibilities of the Director, FEMA outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in Title 44 Code of Federal Regulations, Part 205. These responsibilities include authority for the tasking of federal agencies to provide assistance and support to the incident as deemed necessary.

FEMA

Federal Emergency Management Agency. The federal agency responsible for consequence management planning, coordination, and federal response and recovery efforts. The Primary Agency responsible for Emergency Support Function 5 (ESF5)--Information and Planning and Emergency Support Function 9 (ESF9)--Urban Search and Rescue in the Federal Response Plan (FRP).

Fire Service (FS)

Individuals, who on a full-time, volunteer, or part-time basis, provide life safety services including fire suppression, rescue, arson investigation, public education, and prevention.

FOIA

Freedom of Information Act.

FRP

Federal Response Plan. The FRP establishes a process for the systemic, coordinated, and effective delivery of federal assistance and support to address the consequences of any major disaster or emergency declared under the Stafford Act (as amended). It describes the structure and responsibilities for organizing, coordinating, and deploying federal resources to augment state and local response and recovery efforts. These federal resources are provided by 27 federal departments and agencies and the American Red Cross. These essential resources are grouped into 12 Emergency Support Functions (ESFs). Each ESF has a primary federal agency responsible for the delivery of the specific ESF's assistance and support and is supported by other designated agencies.

Full-Scale Exercise

A *Full-Scale Exercise* tests the basic elements within crisis and consequence management operations, plans and organizations in a stressful and realistic environment. They include the mobilization of personnel and resources, actual movement of responders, equipment, and resources required to demonstrate coordination and response capabilities. Agencies and participants are actively involved in a full-scale exercise.

Functional Training Exercise (FE)

The *Functional Training Exercise* is designed to test and evaluate individual capabilities, multiple functions, or activities within a function or interdependent groups of functions. This format is applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activity. In contrast to the *Full-Scale Exercise* (*see definition*), the objective of the *Functional Exercise* is to demonstrate the execution of specific plans and procedures, and the direct application of established policy, plans, and procedures under emergency conditions, within or by a particular function. The Functional Exercise simulates the reality of operations in a functional area to the maximum degree possible by presenting complex and realistic problems requiring rapid and effective responses by trained personnel in a highly stressful environment. Through documented evaluation and subsequent corrective action, the capabilities of the functional area are improved and weaknesses are reduced or eliminated.

G

Gamma radiation

One of the three main types of nuclear radiation (alpha, beta, and gamma) emitted from radioactive materials. Because gamma rays are pure energy they are the most penetrating type of nuclear radiation. They can travel great distances quickly and penetrate most materials creating serious problems for humans because they can attack all tissues and organs. Gamma radiation has very distinct short-term symptoms. Acute radiation sickness occurs when a human is exposed to a large amount of radiation in a short period of time.

Governmental Administrative (GA)

Elected and appointed officials responsible for public administration of community health and welfare during a WMD terrorism incident.

H

Hazardous Materials Personnel (HZ)

Individuals, who on a full-time, volunteer, or part-time basis, identify, characterize, provide risk assessment, and mitigate/control the release of a hazardous substance or potentially hazardous substance.

HazMat

Hazardous Materials

Health Care (HC)

Clinical, forensic, and administrative personnel in hospitals, physician offices, clinic, and other facilities responsible for providing medical care to include surveillance (passive and active), diagnosis, laboratory evaluation treatment, mental health support.

Hot Zone

A hazardous material response term referring to the area immediately around the incident where serious threat of harm exists. It should extend far enough to prevent adverse effects from CBRNE agents to personnel outside the zone. Entry into the hot zone requires specialized training in the use of proper personal protective equipment (PPE). Also referred to as the exclusion zone or red zone.

I

IC

Incident Commander. The person responsible for the overall management of the incident, approval of action plans, and providing direction and control for the command and staff sections of the incident command structure. In a Unified Command structure, the IC collaborates and consults with the chiefs and experts from the other disciplines involved in the response.

ICDDC

Interstate Civil Defense and Disaster Compact

ICP

Incident Command Post. The facilities used by the IC and his/her staff to effectively command and manage an emergency incident.

Incident Command System (ICS)

The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

IT

International Terrorism

J

JIC

Joint Information Center. The central facility for all media to assemble and exchange and receive information concerning an emergency. The JIC is usually established by the JOC (FBI). Media representatives are informed of incident activities and incidents through public information officials (PIO) from all participating local, state, and federal departments and agencies who are co-located at the JIC.

JOC

Joint Operations Center. The JOC is established by the FBI and serves as the federal equivalent of an Emergency Operations Center (EOC). It is a unified federal command center with the purpose of directing and coordinating the federal crisis management response to the incident, managing the criminal investigation, preventing any additional incidents, and coordinating federal consequence management response assets until the Disaster Field Office (DFO) is established by FEMA.

JTTF

Joint Terrorism Task Force

JTWG

Joint Terrorism Working Group

Jurisdiction

Typically counties and cities within a state, but states may elect to define differently in order to facilitate their assessment process. (State-specific definition other than counties or cities should be specified.) The responsible entity for providing coordinated responses to a WMD terrorist incident.

L

Law Enforcement (LE)

Individuals, full-time, or on a voluntary basis, who work for agencies at the local, municipal, and state levels with responsibility as sworn law enforcement officers.

LEPC

Local Emergency Planning Committee. A term used in the Emergency Planning and Community Right-to-Know Act (EPCRA) (42 U.S.C. 11001; 1986). EPCRA, also known as Title III of SARA (Superfund Amendments and Reauthorization Act), was enacted by Congress as the national legislation on community safety. It was designed to help local communities protect public health, safety, and the environment from chemical hazards. To implement EPCRA Congress required each state to appoint a State Emergency Response Commission (SERC) and required each SERC to divide their state into emergency planning districts and to name a Local Emergency Planning Committee (LEPC) for each district. Broad representation by fire fighters, hazardous materials specialists, health officials, government and media representatives, community groups, industrial facilities, and emergency managers helps ensure that all the necessary perspectives are represented on the LEPC.

Level A Protection

The level of personal protective equipment (PPE) required in situations where the material is considered acutely vapor-toxic to the skin and hazards are unknown. Full encapsulation, airtight chemical suit with a self contained breathing apparatus (SCBA) or supplied air breathing apparatus (SABA).

Level B Protection

The level of PPE required in situations where the environment is not considered acutely vapor-toxic to the skin but may cause respiratory effects. Chemical splash suit or full-coverage non-airtight chemical suit with SCBA or SABA.

Level C Protection

The level of PPE required to prevent respiratory exposure but not to exclude possible skin contact. Chemical splash suit with air purifying respirator (cartridge respirator).

Level D Protection

The level of PPE required when the atmosphere contains no known hazard, when splashes, immersions, inhalation, or contact with hazardous levels of any chemical is precluded. Work uniform such as coveralls, boots, leather gloves, and hard-hat.

LFA

Lead Federal Agency. A term used in Presidential Decision Directive 39 (PDD-39) to delegate which federal department is responsible for coordinating the federal government's crisis and consequence response efforts.

LPHA

Local Public Health Agency

LPHS

Local Public Health System

L

M

Major disaster

A term used by FEMA and defined in the Stafford Act as “any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

Metropolitan Medical Response System (MMRS)

Metropolitan Medical Response System

Mutual Aid

Cities and counties that seek additional resources from member communities to strengthen their response and recovery efforts.

N

NACCHO

National Association for County and City Health Officials

NDMS

National Disaster Medical System. A cooperative asset-sharing partnership between DHHS, DOD, FEMA, VA, state and local governments, private sector businesses, and civilian volunteers. Its purpose is to provide a single integrated national medical response capability to assist state and local jurisdictions manage the medical and health effects of a WMD incident that overwhelms the local health care resources. NDMS is directed and managed by DHHS Office of Emergency Preparedness (OEP).

Nerve agent

A chemical agent that interferes with the central nervous system. Exposure is primarily through skin and eye contact with the liquid and secondarily through inhalation of the vapor. Three distinct symptoms associated with nerve agents are pinpointed pupils, extreme headache, and severe tightness in the chest.

NFPA

National Fire Protection Association

O

ODP	Office for Domestic Preparedness
OES	Office of Emergency Services
OJP	Office of Justice Programs
OSC	On Scene Commander. A term used to designate the FBI person who provides leadership and direction to the federal crisis management response. The FBI OSC may or may not be the regional Special Agent in Charge (SAC).

P

Pathogen	Any living organism (e.g., bacteria, fungi, and virus) capable of producing serious disease or death. A pathogenic agent is a biological agent capable of causing serious disease or death.
Performance Training Level	<p>Addresses training requirements for emergency responders who will be responding to or supporting the response to the scene of a potential WMD terrorism incident or hazardous materials incident for the purpose of protecting nearby persons, property, or the environment from the effects of the incident. These responders are to provide the personnel to conduct on-scene operations within at least the warm zone and/or hot zone (if properly trained and equipped) that has been set up on the scene of a potential WMD or hazardous materials incident to control and mitigate the incident. This performance level is divided into two sub-levels with a separate set of training guidelines for each.</p> <p><i>Performance – Defensive:</i> The emergency responders trained to this sub-level will be fully capable of working in the warm and cold zones and support those responders working in the hot zone. They are trained to respond in a defensive fashion without actually trying to mitigate the effects of the incident. Their function is to contain the incident from a safe distance, keep effects from spreading, and prevent exposures. (This training level replaces the former Operations WMD Training Level.)</p>

Performance – Offensive: The emergency responders trained to this sub-level will be fully capable of working in the hot zone, and at times in the other zones at the incident scene, as required. WMD emergency responders at this level are individuals who respond to WMD incidents and potential WMD incidents for the purpose of mitigating the effects of the incident or treating victims. They assume a more aggressive role than emergency responders at Performance - Defensive, in that they will approach the point of release in order to mitigate the incident and treat affected victims. **(This training level replaces the former Technician WMD Training Level.)**

PHS

Public Health Service. An agency of the DHHS responsible for the National Disaster Medical System (NDMS). The PHS is the Primary Agency responsible for Emergency Support Function 8 (ESF 8) - Health and Medical Services in the Federal Response Plan (FRP).

PIO

Public Information Officer

**Planning/Management
Training Level**

Addresses training requirements for emergency responders who are expected to be part of the leadership and management team expected to respond or support the response to a potential WMD terrorism incident or hazardous materials incident (***PLANNING/MANGEMENT/LEADERSHIP***). These response managers/leaders will be involved at a minimum in the planning for, mitigating against, managing of, and recovery from scene operations and support functions. They are expected to manage the resources brought to the incident and to assist the incident commander in bringing the incident to a successful conclusion. Generally, all of the actions to be taken by these emergency responder manager/leaders should be conducted from within the cold zone. As access is required, there may be times these duties and functions are accomplished within the warm zone. **(This training level replaces the former Incident Command WMD Training Level.)**

PPE

Personal Protective Equipment

Precursor

A chemical substance required for the manufacture of a chemical agent.

PSA

Public Safety Announcement

PTE	Potential Threat Element. Any group or individual in which there are allegations or information indicating a possibility of the unlawful use of force or violence, specifically the utilization of a WMD, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of a specific motivation or goal, possibly political or social in nature. This definition provides sufficient predicate for the FBI to initiate an investigation.
Public Health (PH)	Personnel whose responsibility includes preventing epidemics and the spread of disease, protecting against environmental hazards, preventing injuries, promoting and encouraging health behaviors, responding to disasters and assisting communities in recovery, and assuring the quality and accessibility of health services, epidemiology investigators, evidence collection, along with fatality management for humans and animals.
Public Health Team	City/County Public Health leadership and staff to include health inspectors, sanitarians and physician consultants used for epidemiological activity.
Public Safety Communications (PSC)	Individuals, working on a full-time, part-time, or volunteer basis, who, through technology, serve as a conduit and link persons reporting an incident to response personnel and emergency management, to identify an incident occurrence and help to support the resolution of life safety, criminal, environmental, and facilities problems associated with a WMD terrorism incident.
Public Works (PW)	Organizations and individuals that make up the public/private infrastructure for the construction and management of these roles within the Federal level.

R

Radiological Dispersal Devices (RDD)

RRIS

A conventional explosive device incorporating radioactive material(s); sometimes referred to as a “dirty” bomb.

Rapid Response Information System. A system of databases and links to Internet sites providing information to federal, state, and local emergency officials on federal capabilities and assistance available to respond to the consequences of a WMD/terrorism incident. This information is available to designated officials in each state, the ten FEMA regions, and key federal agencies via a protected Intranet site. Local emergency officials have access to the abbreviated Internet site and indirectly to the Intranet site through their respective state counterparts. It can be used as a reference guide, training aid, and an overall planning and response resource for WMD/terrorism incidents. The URL for RRIS is <http://www.fema.gov/rris/>.

S

SAA

State Administrative Agency

SAC

Special Agent in Charge. FBI agent responsible for initial FBI response to a WMD/terrorism incident from the respective Field Division Office.

SARA

Superfund Amendments and Reauthorization Act of 1986

SBCCOM

U.S. Army Soldiers Biological and Chemical Command

SCBA

Self-Contained Breathing Apparatus; a respiratory device used in hazardous material incidents; required PPE for Level A and B protection.

Secondary device

A WMD device, placed at the scene of an incident, which is designed to injure/harm emergency responders.

SEL

Standardized Equipment List

SIOC

Strategic Information Operations Center. The FBI crisis management headquarters located in Washington, D.C.

SOP

Standard Operating Procedures; also known as Standard Operating Guides (SOG)

SWAT

Special Weapons and Tactics

T

Tabletop Exercise (TTX)

A tabletop exercise is an activity in which elected or appointed officials and key staff with crisis and consequence management responsibilities are gathered together informally to discuss various simulated threats or acts of terrorism, review responsibilities and/or discuss homeland security preparedness. The intent of a tabletop exercise is to allow the participants to evaluate plans and procedures and resolve issues of coordination, assignment of responsibilities interaction between agencies, etc., in a non-threatening environment under a minimum of stress. A tabletop exercise may last from 2-4 hours or longer depending on the issues to be discussed.

TEA

Threat Environment Assessment

Technical Assistance

The provisioning of direct assistance to states and local jurisdictions to improve capabilities for program development, planning, and operational performances related to responses to WMD terrorist incidents.

Terrorism

A violent act or an act dangerous to human life, in violation of the criminal laws of the United States of any segment, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (US Department of Justice).

Terrorism Early Warning (TEW) Group

Terrorism Early Warning (TEW) Group - The TEW follows a networked approach, integrating law enforcement, fire, public health, and emergency management agencies to address the intelligence needs for terrorism and critical infrastructure protection. The TEW integrates local-federal echelons and operates pre-, trans-, and post-incident. It relies on open source intelligence for scanning monitoring trends and potentials that influence training and doctrinal needs. During an actual incident, the TEW provides consequence projection to identify potential courses of action for the unified command structure.

Terrorism Incident Annex

The annex to the Federal Response Plan (FRP) that describes the federal concept of operations to implement Presidential Decision Directive 39 (PDD-39) during a WMD/terrorism incident within the United States. There are two versions—classified and unclassified.

U

Unified Command (UC)

An organizational adaptation of the Incident Command System (ICS) in which command of the incident is a collaborative effort involving all departments and agencies responsible for key aspects of the response efforts. The unified command team, under the leadership of the Incident Commander, develops an agreed upon set of incident response objectives and strategies without abdicating individual department or agency responsibility, authority, or accountability.

US&R

Urban Search and Rescue; a team specially trained and equipped for large or complex urban search and rescue operations. The multi-disciplinary organization provides five functional elements, which include command, search, rescue, medical, and technical.

V

Vulnerability Assessment

The Vulnerability Assessment provides a measure to indicate the relative likelihood that a particular facility or incident within the jurisdiction may become the target of a terrorist attack. The factors considered include measures of attractiveness and impact.

W

Warm Zone

A hazardous material response term referring to a buffer area between the hot and cold zones. Personnel in this area are removed from immediate threat but are not considered completely safe from harm. In HazMat incidents, this zone is also the contamination reduction zone where initial personal and equipment decontamination activities occur. This zone requires the use of proper PPE once contaminated people or equipment enter it.

Weapons of Mass Destruction (WMD)

Title 18 U.S.C. 2332a. Defines a weapon of mass destruction as 1) any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, or a mine or device similar to the above; 2) poison gas; 3) any weapon involving a disease organism; 4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.